

## My Account in ISearch

You can review your account with your library as well as do a number of tasks from your library account from within ISearch. If you are not already logged into ISearch, when you choose My Account, you will be challenged for your login credentials.



			×
User ID:	7235	•••]	
PIN:		Log In	

There are a number of tabbed sections about your account. The top or first one is *Personal Information*. A number of preference changes can be changed in this section.

Γ	Personal Information	Checkouts Job Holds I Fines
IJ	✓ Preferences	
1 2 3 4	Default My Account Tab: Default Checkouts View: Default Holds View: Preferred List:	Personal Information  Library Checkouts   Library Holds   no default list   Update

- 1. Decide which tab you want to see "on top" or first when entering My Account.
- 2. Choose to see your checkouts from the library or from your eBook collection (if your library has one) first by default.
- 3. Choose to see your holds from the library or from your eBook collection (if your library has one) first by default
- 4. Decide which list will be the default when saving items to a list.

*Click* "Update" to save any changes.



On the right, find **account status** at a glance. Your status: BLOCKED Checkouts The **Checkouts** tab will show up to three categories of Digital: 0 checkouts. Library: 4 Overdue: 4 Checkouts Holds Fines Personal Information Holds 1 Digital: 0 0 Library: 2 Fines Total Items Checked Out: 4 Items Overdue: 4 Total due: \$0.00 Select All Renew Title / Author Date D θ θ e A certain slant of light 0 11/16/06 Whitcomb, Laura. FIC WHI A slipping-down life Tyler, Anne. 0 11/29/06 FIC TYL Stranger with my face Duncan, Lois, 1934-0 12/14/06 FIC DUN Girl with a pearl earring Chevalier, Tracy. 0 12/14/06 FIC CHE Select All Renew

- 1. **Digital Checkouts** are those items checked out from the library's optional eBook collection.
- 2. **Library Checkouts** are those items checked out from the library's traditional collection.
- 3. **Checkout History** is optional by library and when set up will show items you have checked out and returned.

Optionally, patrons can **renew items** from their My Account screens.



The Holds tab will show your holds activity (if your library supports holds.)

As with Checkouts, there is a **Digital Holds** selection if you have access to an eBook collection.

Personal Information	Checkouts 🗗 Holds	• Fines			
<ul> <li>Digital Holds</li> </ul>					
✓ Library Holds					
Items on Hold: 3 Ready for Pickup: Cancel Hold(s) Edit	: 0 1 Pickup Location(s) Suspend Hold(s) 2	3 Cancel Hold St	ispension(s)		
e	Title/Author ⊖	Status 🗢	Pickup at	Expires	Place in queue
	A certain slant of light Whitcomb, Laura. FIC WHI	Pending	TEST DLHS High School	12/9/18	1
	Stranger with my face Duncan, Lois, 1934- FIC DUN	Pending	TEST DLLD Elementary School	12/9/18	1
	Girl with a pearl earring Chevalier, Tracy. FIC CHE	Pending	TEST DLMS Middle School	12/9/18	1
Select All					
Cancel Hold(s) Edit	Pickup Location(s) Suspend Hold(s)	Cancel Hold Su	ispension(s)		



## On this tab:

Items on Hold: 3	Edit Holds	Edit Holds			
Ready for Pickup: 0	Title Stranger with my face Girl with a pearl earring	Pickup Library: TEST DLHS High School TEST DLHS High School	>		
Select All		Change			
Title/Author					
A certain slant of lig Whitcomb, Laura. FIC WHI	ht	6			
Stranger with my fa Duncan, Lois, 1934- FIC DUN	Pending Ele Sch	ementary 12/9/18 1 hool			
Girl with a pearl ear	ring Pending TES Mic	ST DLMS 12/9/18 1			

1. You can edit pickup locations (if your library allows this.)

2. You can **suspend your hold** due to vacation or other schedule reasons.

ltem Read	ıs on Hold: 3 dy for Pickup:	0			
Cance	el Hold(s) Edit	Pickup Location(s) Suspend Hold(s)	Cancel H	Suspend Holds	×
	Select All			When do you want the selected holds to be suspended?	
θ		Title/Author 😌	Status ⊖	End Date: 11/5/2018	_
		A certain slant of light Whitcomb, Laura. FIC WHI	Pending	Suspend Cancel	11.

3. If you suspended a hold, you may need to **cancel that suspension**.

Cance	el Hold(s) Edit	Pickup Location(s) Suspend Hold(s)	Cancel I	Cancel Suspension of Holds	×
Hold(s	Select All	spended.		OK to Cancel Suspensions of the Selected Hold	s?
θ		Title/Author	Status ⊖		11.
		A certain slant of light Whitcomb, Laura. FIC WHI	Pending	TEST DLHS High 12/9/18 1 School	



4. You can cancel your holds.



ISearch is not configured for online payment of fine or fees. But review your payment history on the Fines tab.

Personal Inform	aation Checkouts 🖉 Holds 💽 F	ines			
<ul> <li>Current Fine</li> </ul>	es/Blocks				
<ul> <li>Accruing Fir</li> </ul>	ies				
	story				
Total Paid: \$2	1.64 Item Title	Date	Payment Method	Date	Amoun
0	θ	Billed 🗢	•	Paid 🗢	e
Lost	The other side of Everest : climbing the north face through the killer storm	12/12/07	Billed in error	12/12/07	\$13.00
Lost materials	Remember me	2/2/07	Paid with currency	2/2/07	\$7.99
Overdue materials	Learning About Dance: dance as an art form & entertainment	1/23/04	Cleared at library's discretion	2/9/04	\$0.15
Overdue	Learning About Dance: dance as an art	1/23/04	Paid with currency	1/23/04	\$0.50

To **return to searching** from My Account, use the Home button on the menu bar.

