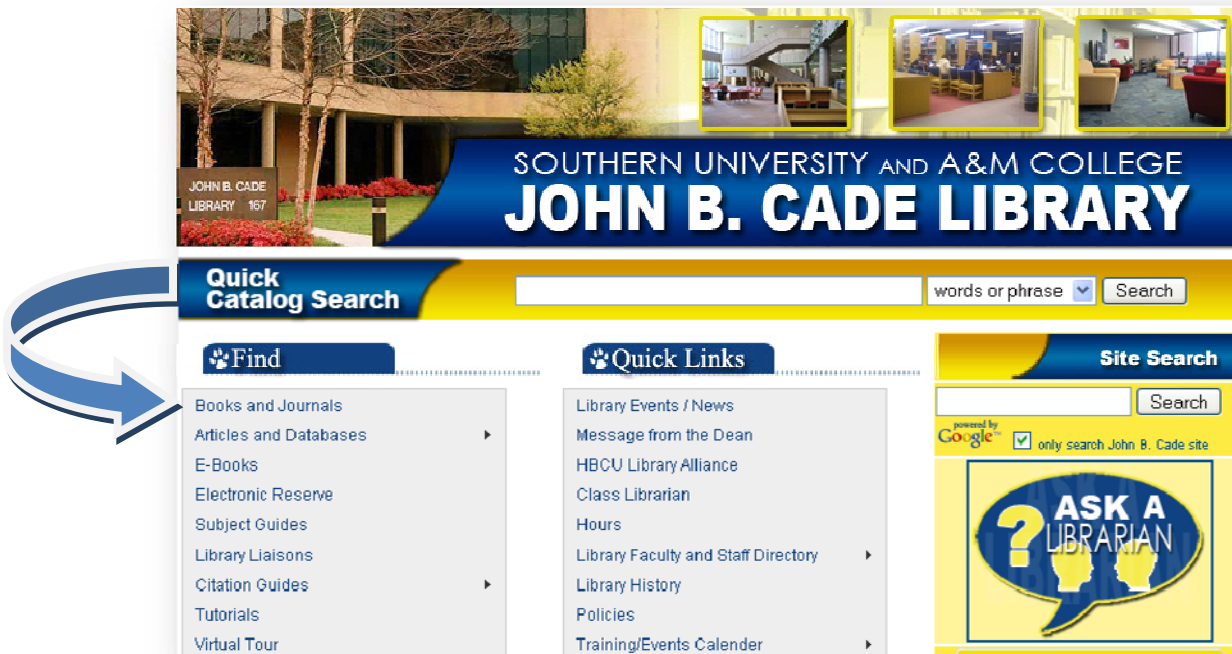


Renewing Books at John B. Cade

To renew books you have checked out:

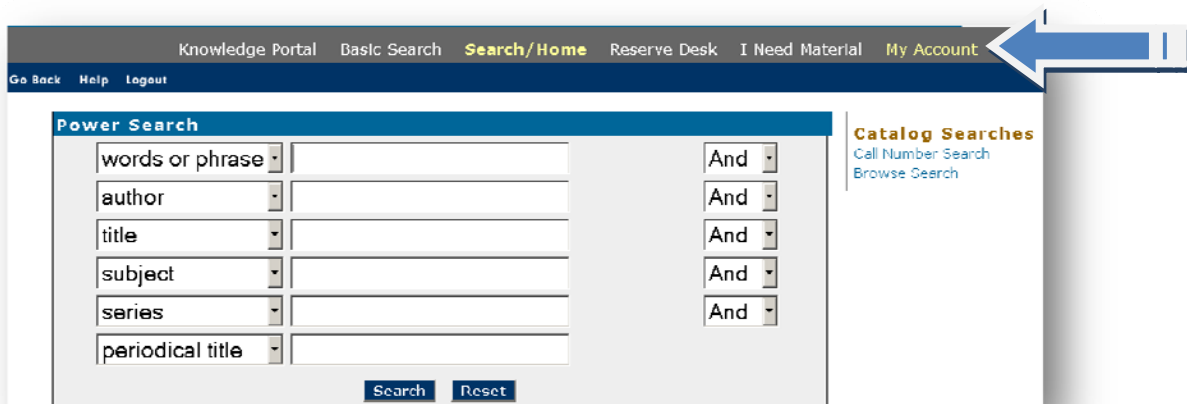
Step 1: Enter the library's website <http://www.lib.subr.edu>

Step 2: Under "Find" Click on **Books and Journals**



You will see the screen below

Step 3: Locate "My Account"

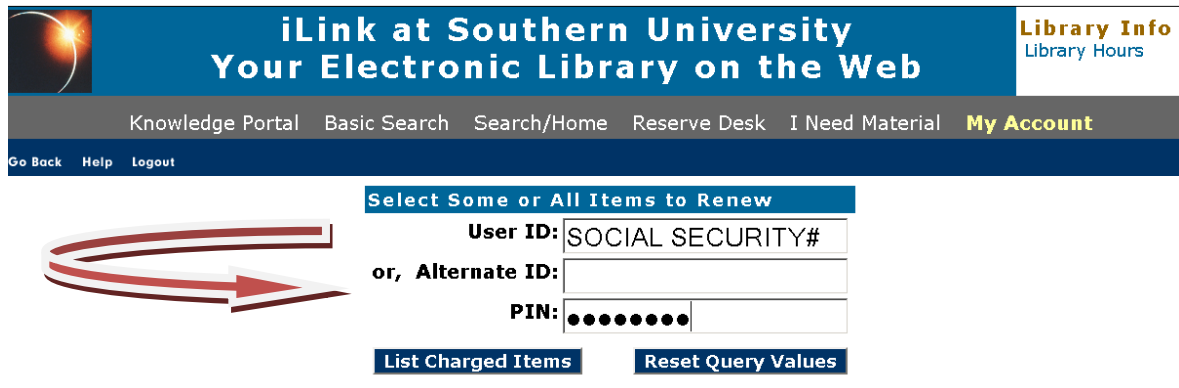


After you have clicked on “My Account” you will see the screen below.



The screenshot shows the iLink at Southern University website. The header includes the logo and the text "iLink at Southern University Your Electronic Library on the Web". A navigation bar contains links for Knowledge Portal, Basic Search, Search/Home, Reserve Desk, I Need Material, and My Account. Below the navigation bar, there are links for Go Back, Help, and Logout. A red arrow points to the "My Account" menu, which includes links for Review My Account, User PIN Change, and Renew My Materials.

Step 4: Locate and click on “Renew My Materials”



The screenshot shows the iLink at Southern University website. The header includes the logo and the text "iLink at Southern University Your Electronic Library on the Web". A navigation bar contains links for Knowledge Portal, Basic Search, Search/Home, Reserve Desk, I Need Material, and My Account. Below the navigation bar, there are links for Go Back, Help, and Logout. A red arrow points to the "Renew My Materials" form, which includes a title "Select Some or All Items to Renew" and input fields for User ID (containing SOCIAL SECURITY#), or, Alternate ID, and PIN (containing CHANGEME). There are also buttons for List Charged Items and Reset Query Values.

Step 5: Locate “User ID”

Step 6: Enter you **Social Security Number** with no spaces

Step 7: Locate “Pin” Enter **CHANGEME**

Step 8: Click on “List Charged Items”

Review my account

By clicking on “**Review My Account**” you will be able to view titles you have checked out or on hold and view fines that have been added to your account. By clicking on the appropriate boxes, you can renew all items or selected items and cancel selected holds. You cannot cancel a hold for an item with a status of available.

Change user pin

To change the user pin go to **My ACCOUNT**, click on User PIN Change. Enter your **USER ID (Social Security Number)**. By **PIN** enter the default pin **CHANGEME**. You may now enter a pin of your choice.

REMEMBER: THE DEFAULT PIN IS CHANGEME

If you need further assistance please contact the reference department at (225)771-2875.

Created by: M. Payne, Reference Librarian