USING “MY ACCOUNT” IN MYiLIBRARY

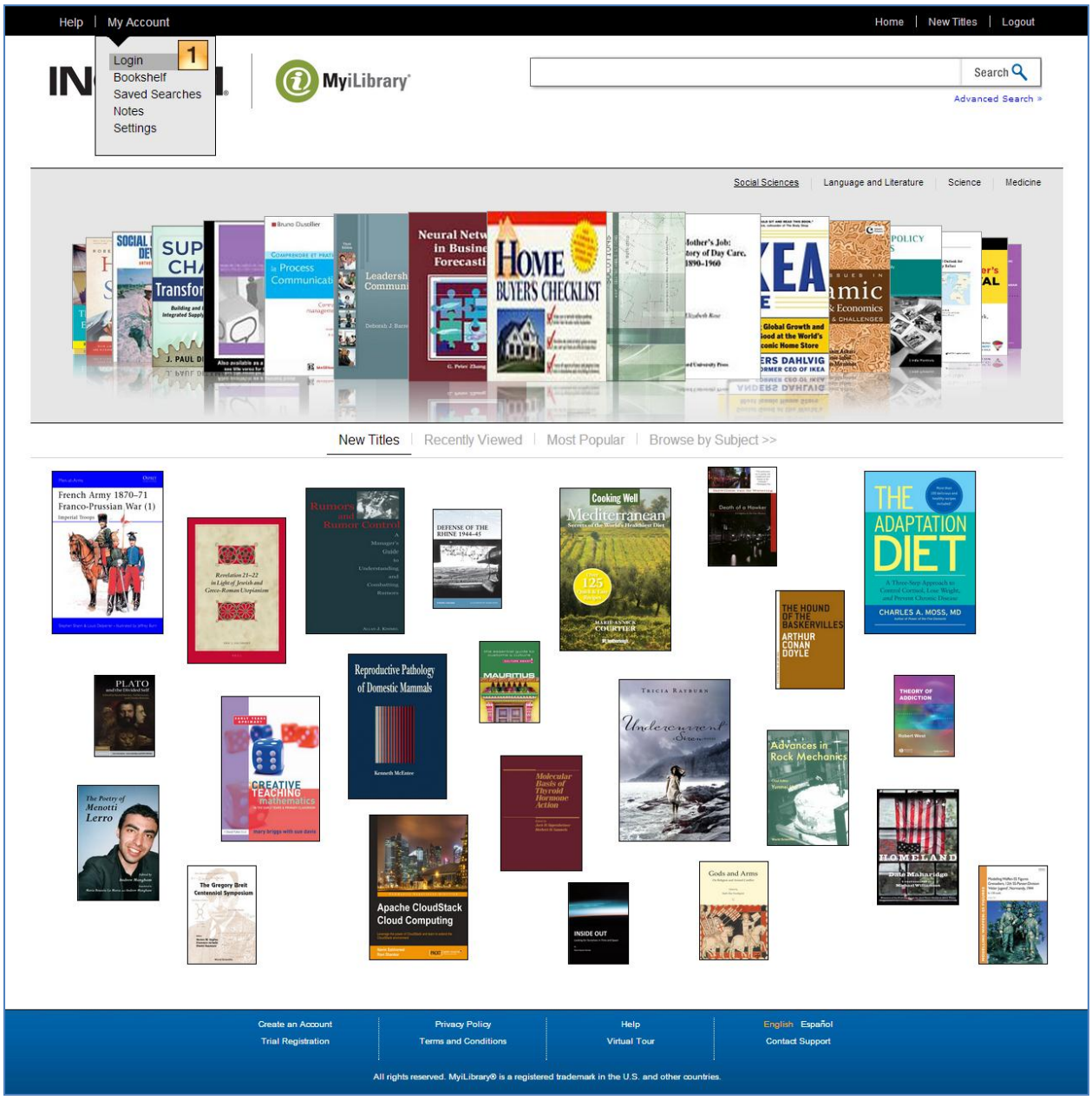
Updated: 1 August 2013

Table of Contents

Landing Page **3**
My Account **4**
My Account Homepage **5**
My Account >> Bookshelf **6**
My Account >> Notes **7**
My Account >> Notes >> Creating a Note 8
My Account >> Notes >> Viewing Saved Notes 9
My Account >> Saved Searches **10**
My Account >> Saved Searches >> Saving a New Search 10
My Account >> Saved Searches >> Viewing Saved Searches 11
My Account >> Settings **12**
My Account >> Settings >> Personalize Viewing Experience 12

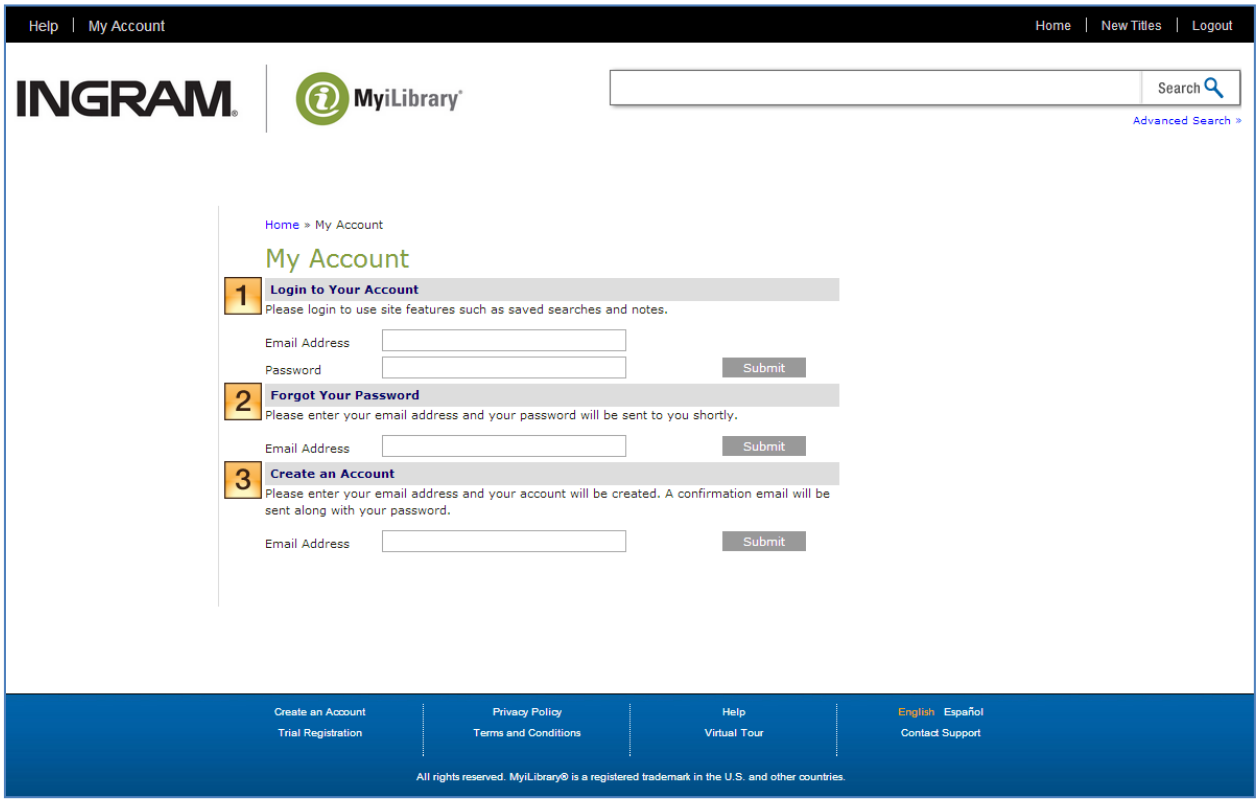
Once patrons authenticate to the MyiLibrary platform, they can setup a personal account that will allows them to save previous searches, make bookmarks and save settings.

Landing Page



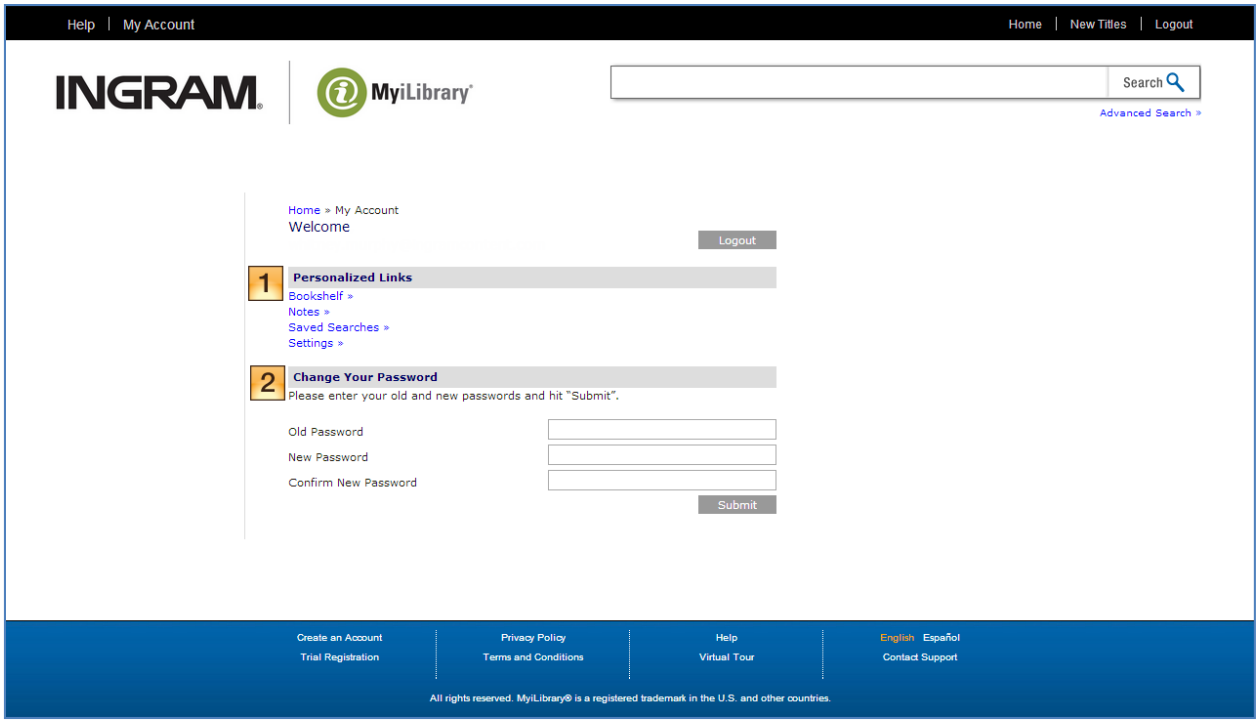
Item #	Direction
1	“My Account >> Login”: To register a new account or login to an existing account, select the “Login” option from the “My Account” menu

My Account



Item #	Direction
1	For existing accounts: Enter username (which is the registered email address) & password to authenticate to personal account
2	For existing accounts: If a patron forgets the password, enter username (which is the registered email address) & the password will be emailed
3	For new accounts • Enter email address (which will serve as the username) & a password will be emailed immediately • After receiving the password, patron will return to Step 1 • Patron will be able to change password after first login

My Account Homepage



Item #	Direction
1	“Personalized Links”: Use these links to access the different features of the personal account
2	“Change Your Password”: Enter old password & new password as directed

My Account >> Bookshelf

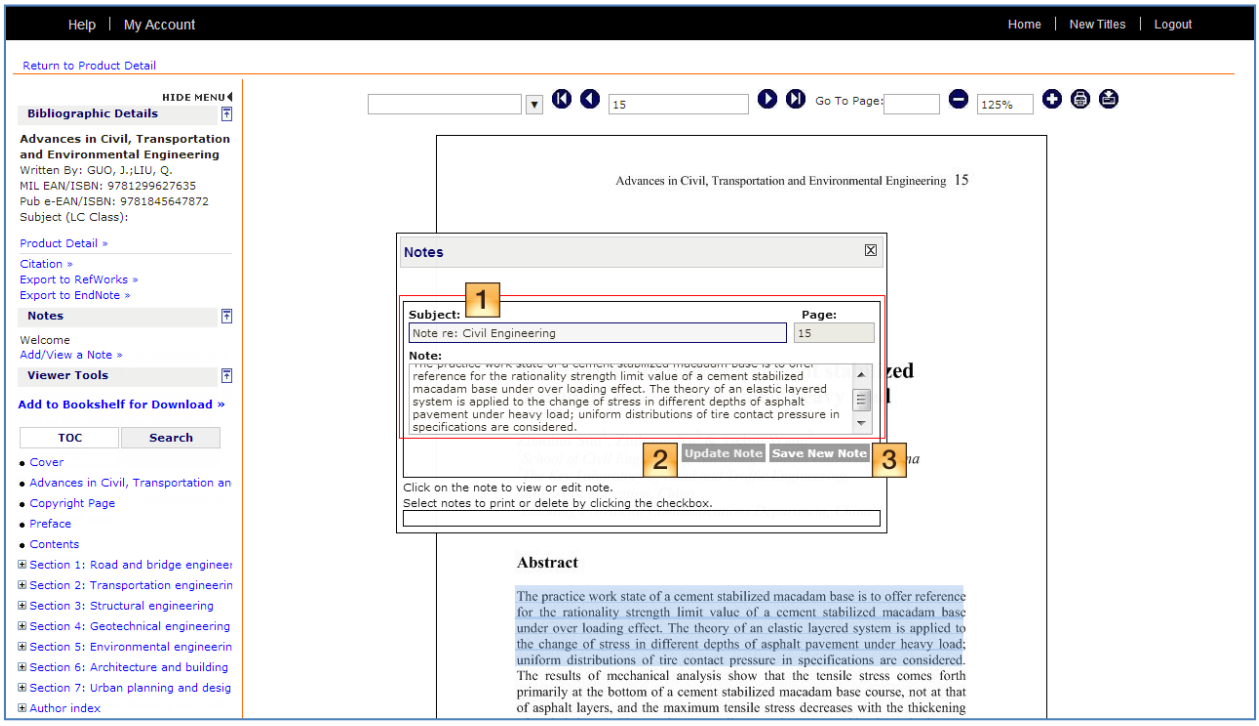
Item #	Direction
1	To add a title to download, click the "Add to Bookshelf for Download" link from either the Search Results, Product Details or Viewer (shown above)

Item #	Direction
2	• Once successful, the link will change to “Title was added to bookshelf” • Click on the new link to be directed to the patron’s bookshelf

My Account >> Notes

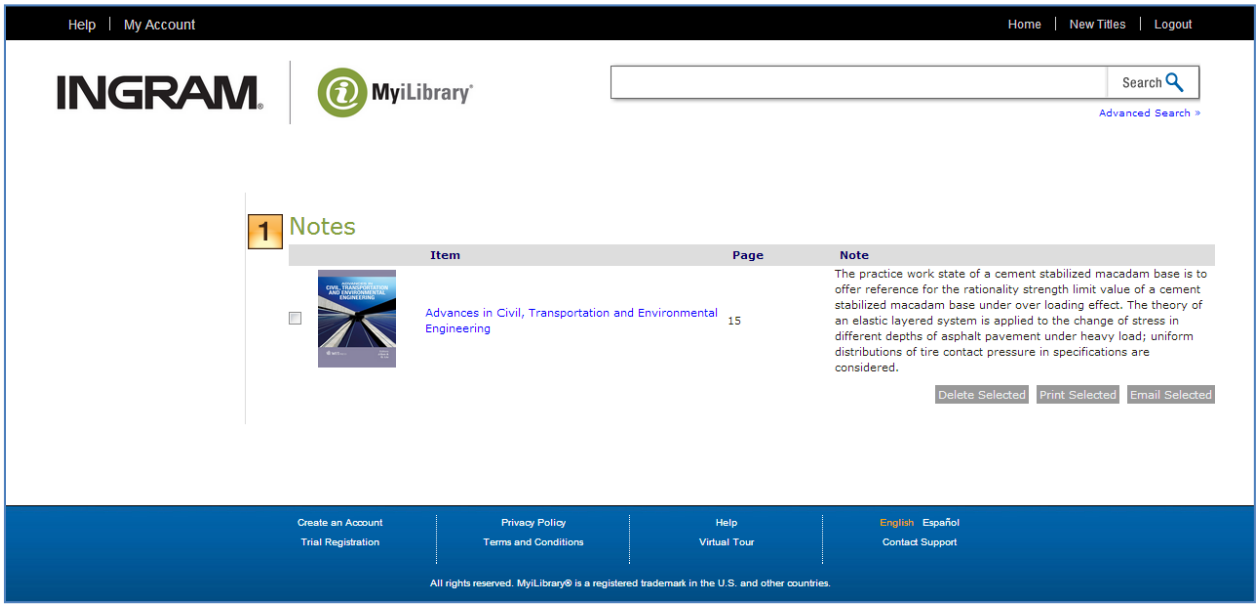
Item #	Direction
1	To create a note, first navigate to the appropriate part of the title; highlight text, as needed
2	Click “Add/View a Note” to add the note

My Account >> Notes >> Creating a Note



Item #	Direction
1	Add the Subject & text; the page # is automatically populated
2	Click “Update Note” to save any updates to a previously saved note
3	Click “Save New Note” to save a new note

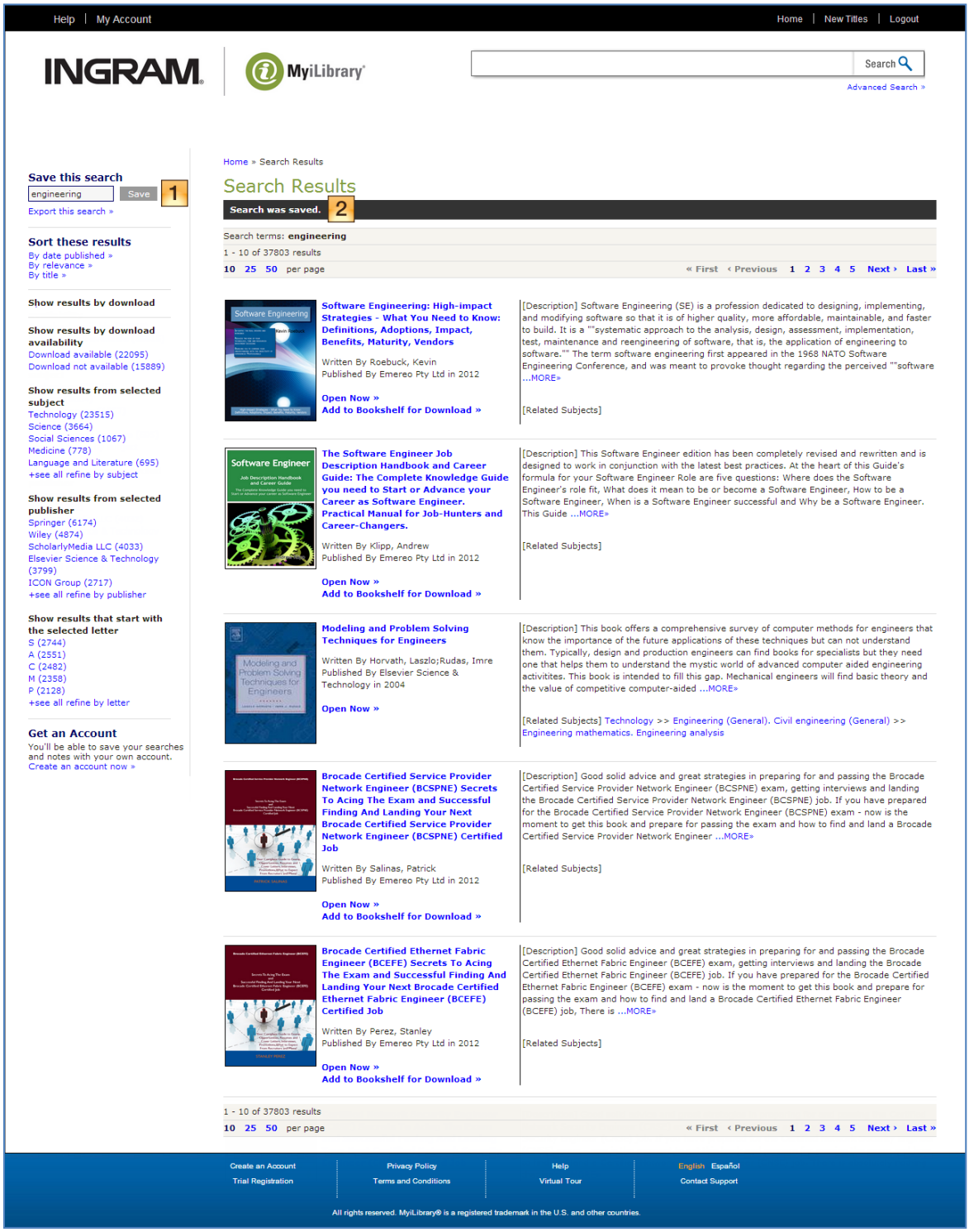
My Account >> Notes >> Viewing Saved Notes



Item #	Direction
1	View, delete, print or email saved notes from the “Notes” page

My Account >> Saved Searches

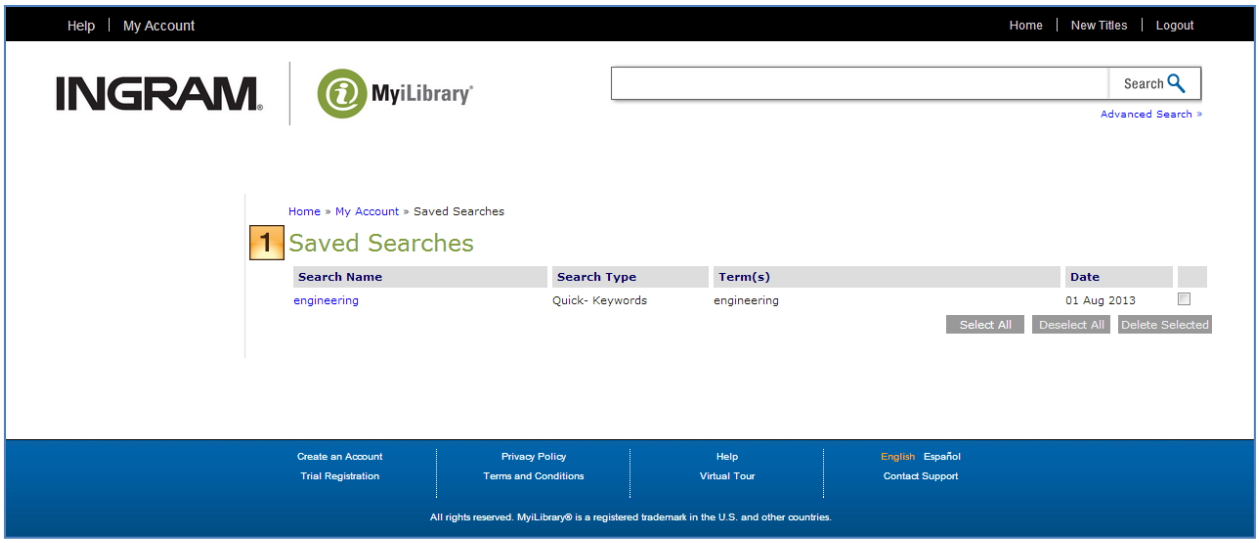
My Account >> Saved Searches >> Saving a New Search



ProQuest

Item #	Direction
1	To save a search, enter the desired search name & click “Save”
2	Patrons will see a confirmation message upon a successful save

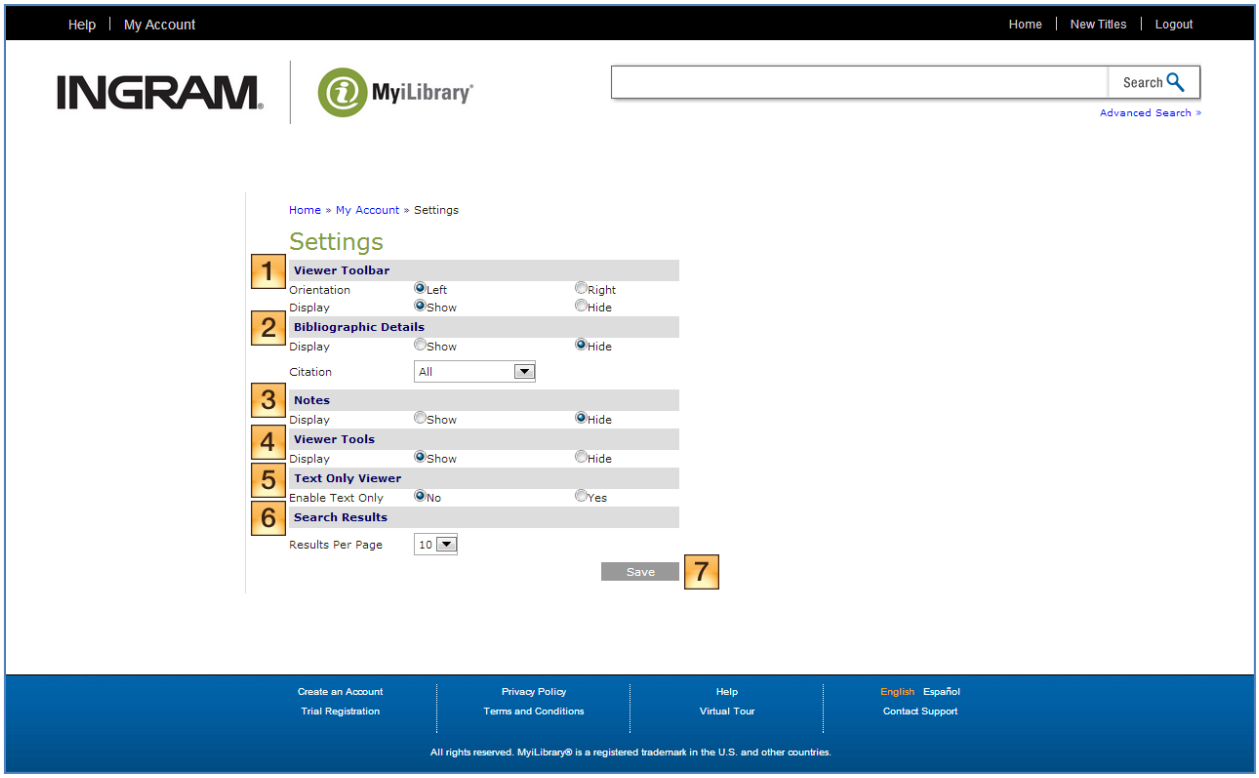
My Account >> Saved Searches >> Viewing Saved Searches



Item #	Direction
1	Re-run or delete saved searches from the “Saved Searches” page

My Account >> Settings

My Account >> Settings >> Personalize Viewing Experience



Item #	Direction
1	"Viewer Toolbar" • "Orientation": Select the "Left" (default) or "Right" orientation of the Viewer toolbar • "Display": Select to "Show" (default) or "Hide" Viewer toolbar
2	"Bibliographic Details" • "Display": Select to "Show" or "Hide" (default) the bibliographic details • "Citation": Select which one or all citations to display
3	"Notes" >> "Display": Select to "Show" or "Hide" (default) the notes
4	"Viewer Tools" >> "Display": Select to "Show" (default) or "Hide" Viewer tools
5	"Text Only Viewer" >> "Enable Text Only": Select "No" (default) or "Yes" to enable a text-only viewer
6	"Search Results" >> "Results Per Page": Select the number of search results to display
7	Click "Save" to save these personal settings