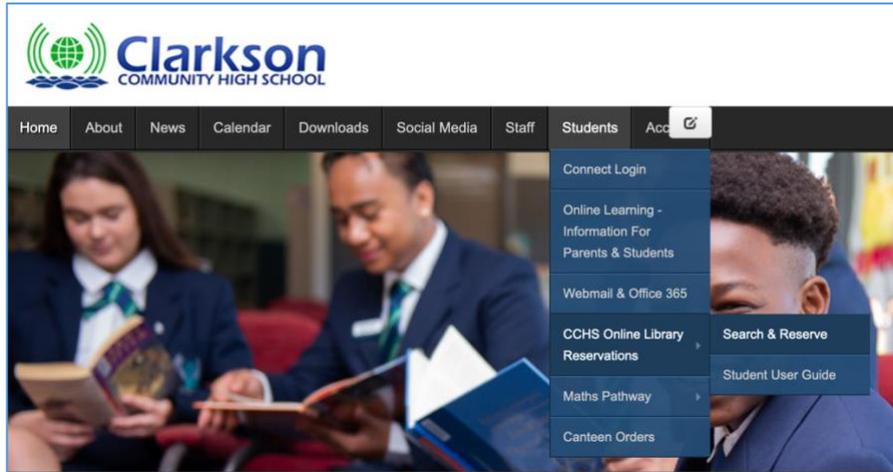


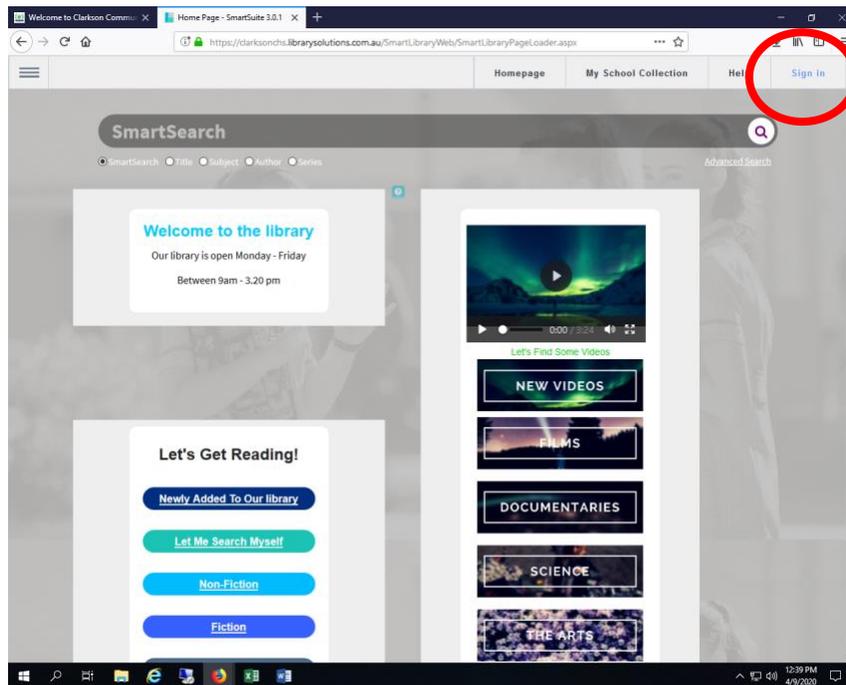


## Steps for students to reserve books online from the Clarkson Community High School Library.

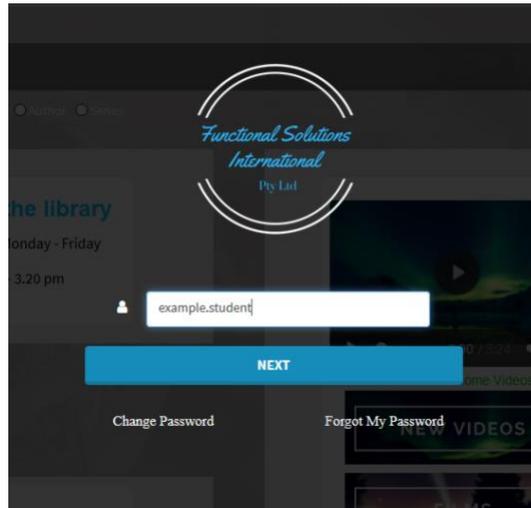
Please visit the Clarkson CHS website and choose from the menu as below:



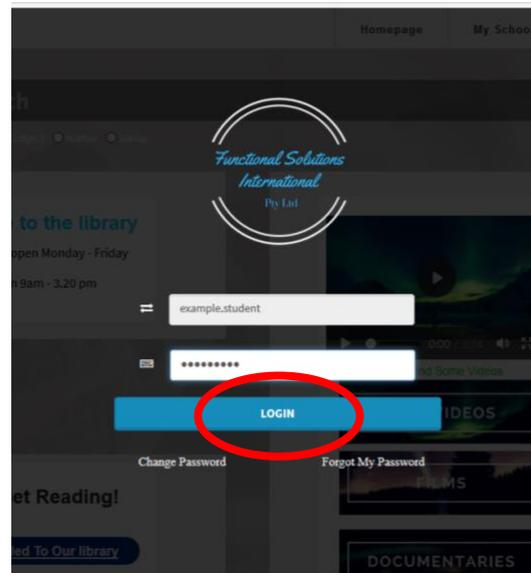
1. Students need to sign in first. Their account name is the same as their Connect Login and on first login their password will be **Password** (with a capital P). The system will then prompt students to change their password.



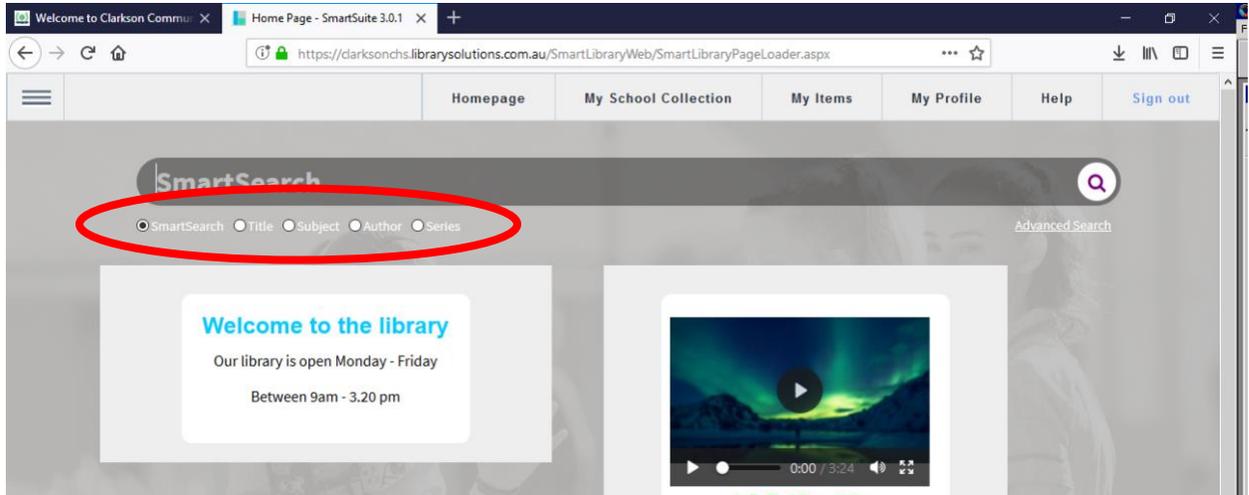
- The login page will look like this. Please type in your Connect username then click Next.



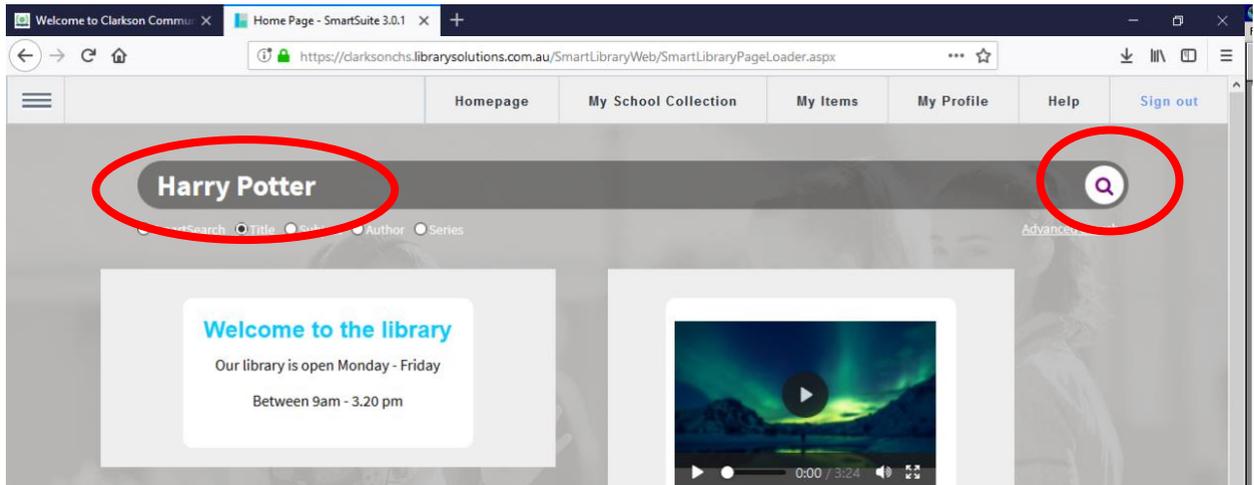
- Enter a password. First login password with be **Password** with a capital P. No numbers or other characters. We recommend changing this your usual Connect Password to keep it the same and easy to remember. Then click Login.



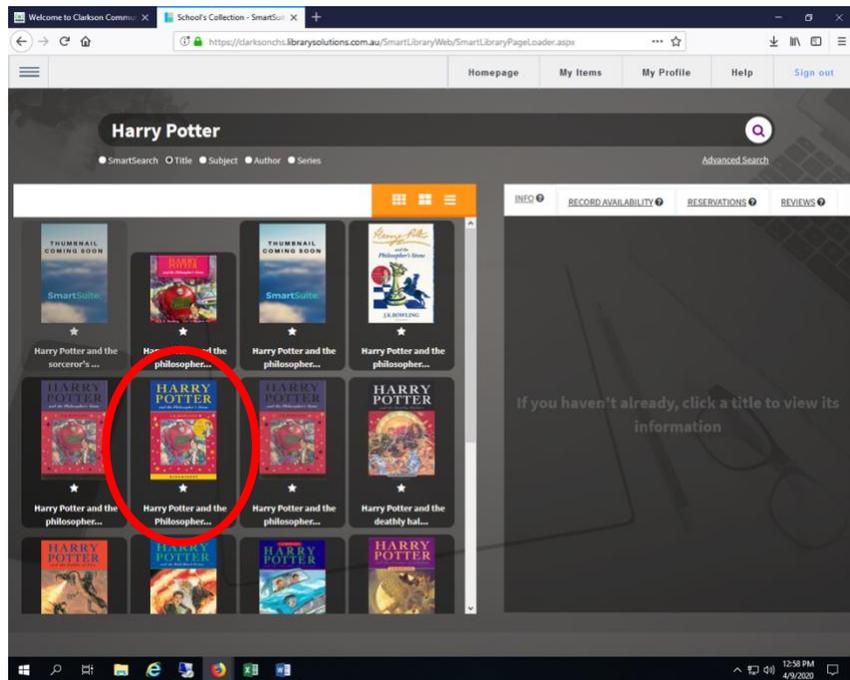
4. This is the Library homepage. Students can search using the search bar at the top for all books, either by title, author, subject or series, by clicking underneath the search bar OR type in under SmartSearch for all categories.



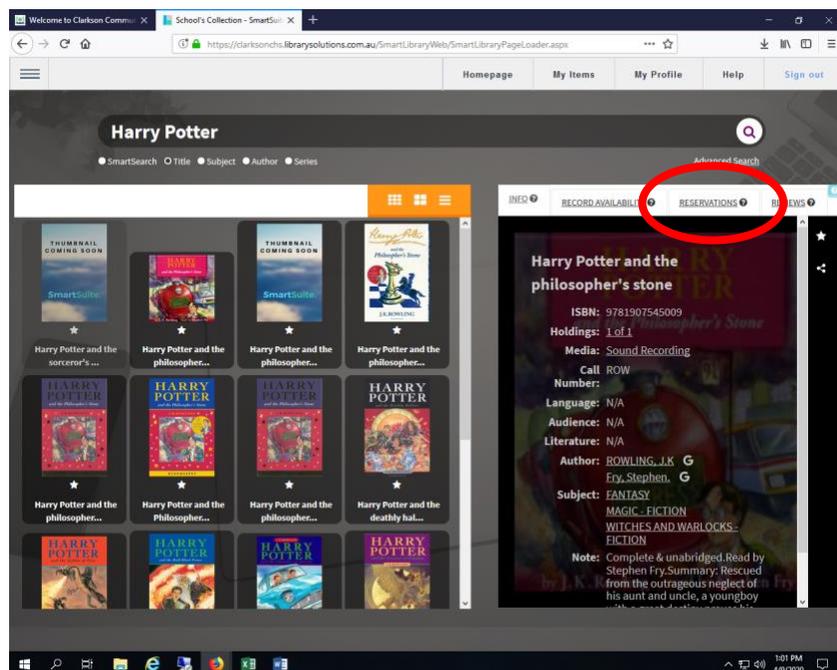
5. For example; if you wanted to book out "Harry Potter", you would type in "Harry Potter" and click "Title". Then click the magnifying glass to search.



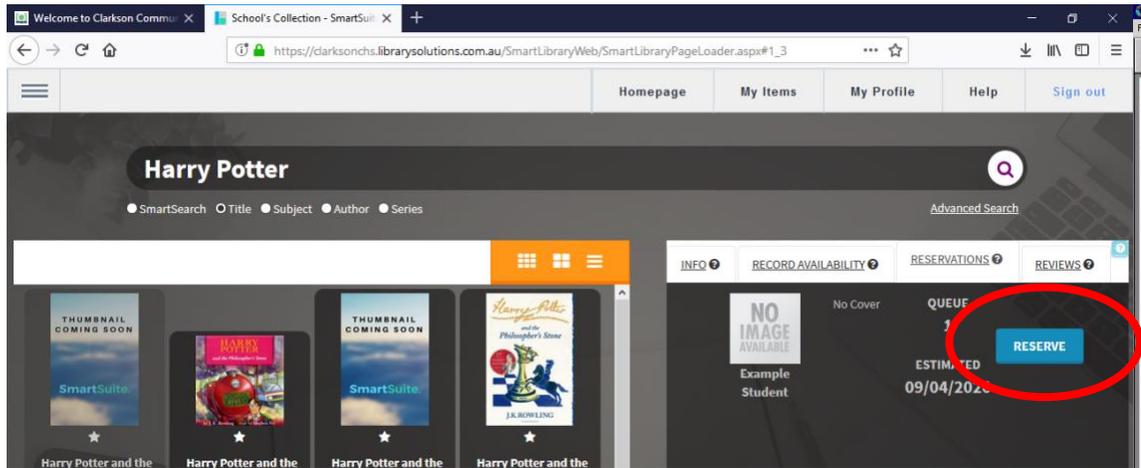
- Click the book you want to get from the results. For this example we are going to select “Harry Potter and the Philosopher’s Stone” .



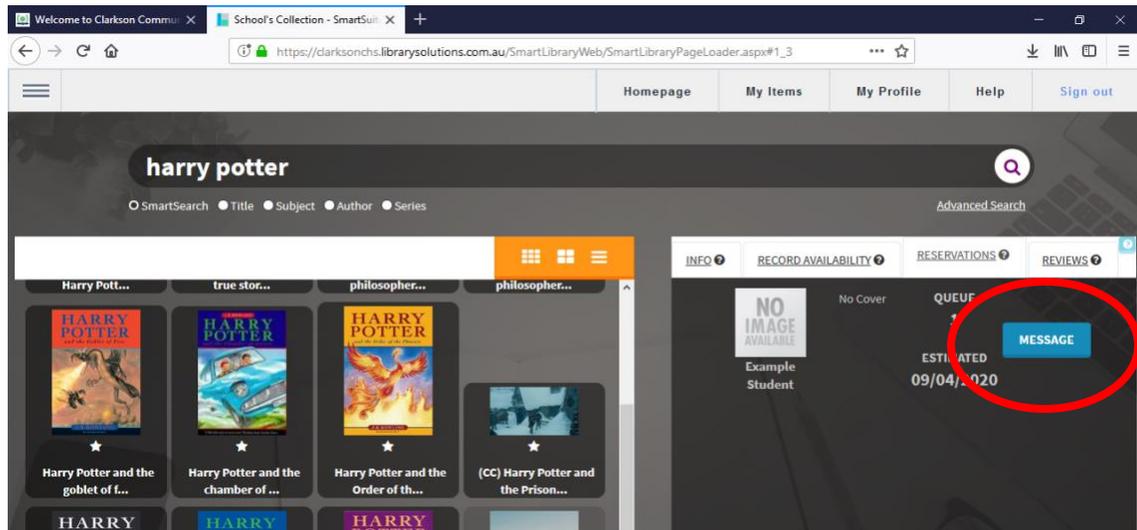
- Now you have selected the book you require, you have to “reserve” it. To do this you click on the **reservations** tab on the right hand side of the screen.



8. Next click “Reserve”. This screen will also tell you when it is estimated that your book will be available for you to collect from the front office.



9. When the book has been reserved it will change to “Message”. This is where you can contact the Librarian about your book if you need to.



10. You will receive an email to your **student email account** when your book is available to collect from the Front office. To check your student email account, log in through Connect or use the Outlook mobile app using your Connect login details.