

INSTRUCTIONS FOR HOW TO REGISTER FOR A TEMPORARY LIBRARY CARD

This is only for people who live in the Charleston Carnegie Public Library service area that do not already have a library card.

This card will only give you access to our digital resources, and since it is a temporary card it will expire in 2 months.

After you submit your request, please wait for the confirmation screen.

PLEASE MAKE SURE YOU WRITE DOWN THE TEMPORARY CARD NUMBER.

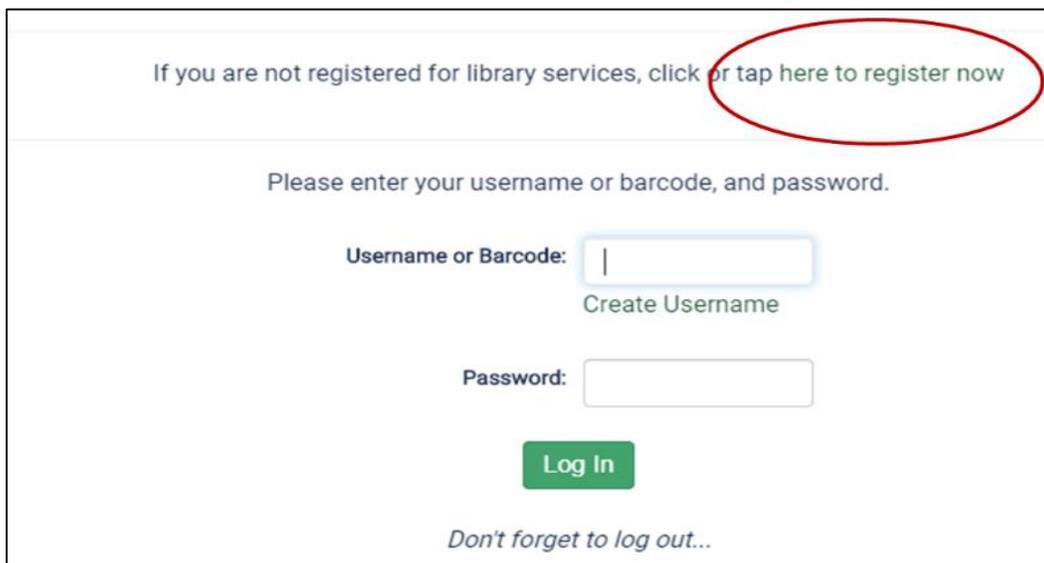
If you do not keep the temporary card number, you will not be able to access the digital services.

Step 1-

Click on [this link](#) to access the account log-on page for our database.

Step 2-

Click on "register now." A pop-up message that reads "you must be 13 or older" may appear, if so click "OK."



The screenshot shows a login interface. At the top, it says "If you are not registered for library services, click or tap here to register now". The text "click or tap here to register now" is circled in red. Below this, it says "Please enter your username or barcode, and password." There are two input fields: "Username or Barcode:" and "Password:". Below the "Username or Barcode:" field is a "Create Username" link. Below the "Password:" field is a "Log In" button. At the bottom, it says "Don't forget to log out..."

Step 3-

Select Charleston Carnegie Public Library as the home library. Type 61920 for the zip code. Click Continue.



The screenshot shows a form for selecting a home library. It has two input fields: "Please select a home library:" with a dropdown menu showing "Fairview Heights Public Library (FVHP-ZED)" and "Enter your Postal Code:" with a text box containing "62208" and a dropdown menu showing "USA". Below the form are two buttons: "Continue" and "Cancel".

Step 4-

Select Charleston, IL then click Continue.



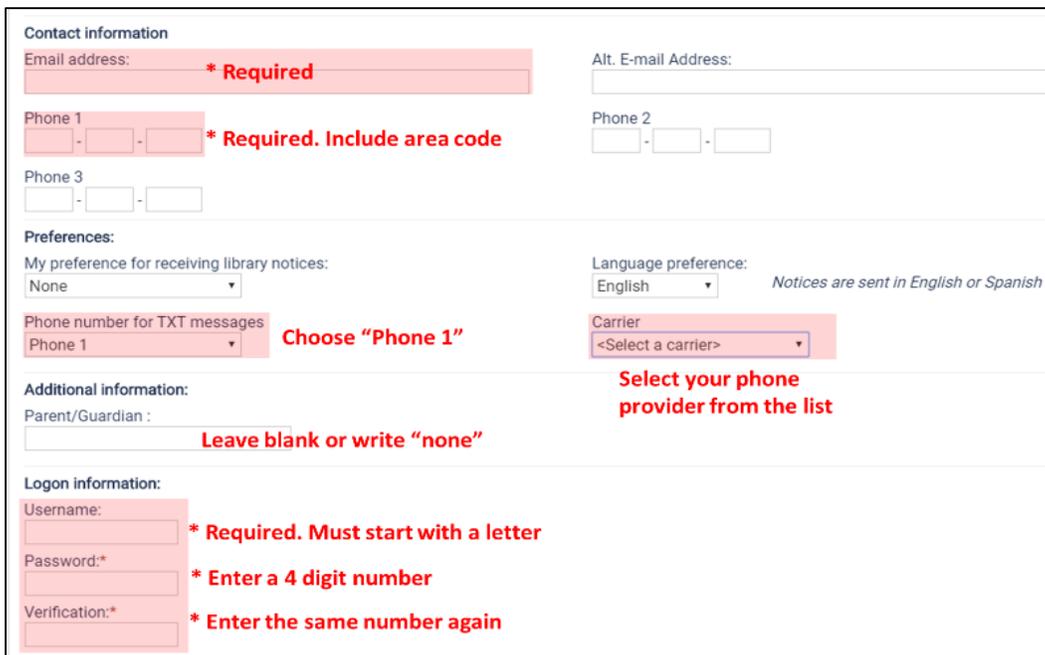
A screenshot of a web form showing a dropdown menu for city selection. The menu is open, displaying "FAIRVIEW HEIGHTS, IL - SAINT CLAIR County" as the selected option. Below the dropdown are two green buttons labeled "Continue" and "Cancel".

Step 5-

The top of the page will read "you can pick up your card at the branch specified." **We will not be making a physical card for you to pick up so you will not need to come to the library when it reopens to register for a full card—this card only gives access to the digital resources.**

Filling out the Registration Form-

The required fields are marked with a red asterisk (*) in the Contact Information, Preferences, and Log-on Information sections.



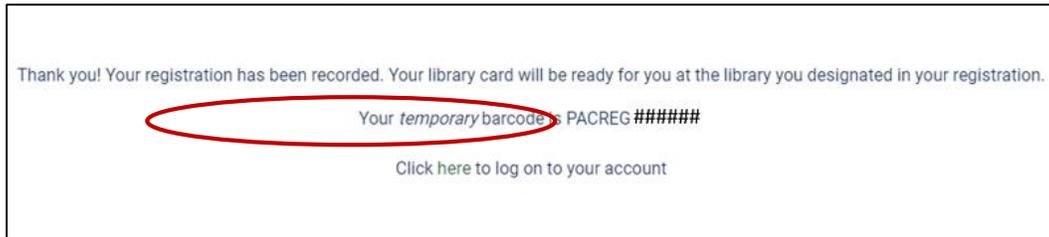
A screenshot of a registration form with several fields highlighted in red and annotated with instructions. The form is divided into sections: Contact information, Preferences, Additional information, and Logon information. Red asterisks (*) indicate required fields. Red text provides additional instructions for some fields.

Section	Field	Annotation
Contact information	Email address:	* Required
	Phone 1	* Required. Include area code
	Phone 2	
Preferences	My preference for receiving library notices:	None
	Language preference:	English
	Carrier	<Select a carrier>
Additional information:	Parent/Guardian :	Leave blank or write "none"
Logon information:	Username:	* Required. Must start with a letter
	Password:*	* Enter a 4 digit number
	Verification:*	* Enter the same number again

- For Preferences, select "Phone 1" and choose your carrier for texting.
- Parent/Guardian is not required, so you can either leave it empty or you can type "none."
- The Username must start with a letter.
- The Password should be a 4-digit number. This PIN will be your password for some of the resources, so make sure it's something you'll remember. Type in this same number in the "Verification" field.
- When all information is filled out, submit the form.

Step 6-

Once you have submitted your registration form, you will get a confirmation page. You will **NOT** get an email confirming that the form was submitted. If your page shows the image below, that means you successfully submitted the form.



PLEASE MAKE SURE YOU WRITE DOWN THE TEMPORARY CARD NUMBER. This is the barcode you will use to access digital resources.

If you have any issues completing the form, please contact us by email at information@charlestonlibrary.org
