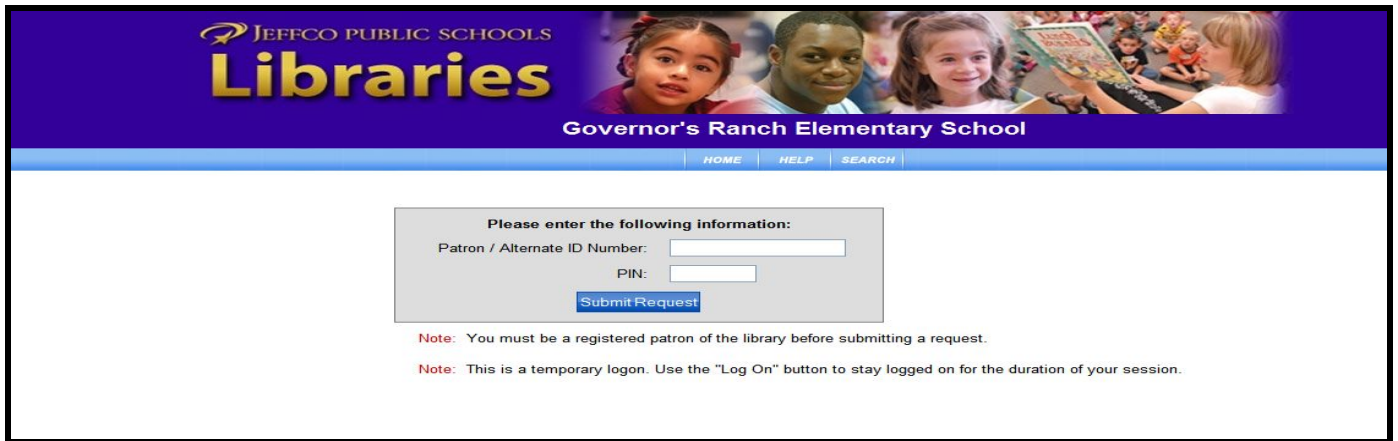


# TLC Instructions- Library Catalog Search and Renewal

1. Go to [Jeffco Public Schools Libraries Website \(on the GRE Library Site\)](#) & click on “[My Account](#)”.

2. Type in your ID number (staff, add an “A” prior to your ID #). The PIN is the last four digits of ID#.



Please enter the following information:

Patron / Alternate ID Number:

PIN:

[Submit Request](#)

**Note:** You must be a registered patron of the library before submitting a request.

**Note:** This is a temporary logon. Use the "Log On" button to stay logged on for the duration of your session.

3. Click on the blue “Items Overdue” tab.



Welcome Candace!

Account Summary

Quick View

- Loans: 17
- Items Overdue: 5
- Arrived holds: 0
- Pending holds: 0
- Fees: \$0.00

Patron Name: Candace Darlene Ballarinyne

Patron ID: A120010

Status: Active

Card Expiration: October 14, 2014

Address:

Phone:

Alt. Phone:

Email: cballar@jeffco.k12.co.us

4. Overdue items show up in red. Click the box in front of the items you want to renew. Then click on the renew tab.



Welcome Candace!

Account Summary

Current Loans

Renew

<input type="checkbox"/>	Title
<input checked="" type="checkbox"/>	Mammal / written by Jen Green and David Burnie
<input checked="" type="checkbox"/>	The Colorado Rockies / by Mark Stewart
<input checked="" type="checkbox"/>	Creepy carrotal / words: Aaron Reynolds ; pictures: Peter Brown
<input checked="" type="checkbox"/>	Detective little boy Blue / by Steve Metzger ; illustrated by Tedd Arnold
<input checked="" type="checkbox"/>	Rocket writes a story / Tad Hills
<input type="checkbox"/>	Chester's masterpiece / by Chester ; without Mélanie Watt
<input type="checkbox"/>	Guys read : funny business / edited and with an introduction by Jon Scieszka : stories by T
<input type="checkbox"/>	Almost home / Joan Bauer
<input type="checkbox"/>	One for the Murphys / Lynda Mullaly Hunt
<input type="checkbox"/>	Spy school / Stuart Gibbs
<input type="checkbox"/>	Stop the train! : a novel / by Geraldine McCaughrean
<input type="checkbox"/>	Wild life / Cynthia DeFelice
<input type="checkbox"/>	The legend of Diamond Lil : a J.J. Tully mystery / Doreen Cronin ; illustrated by Kevin Corn
<input type="checkbox"/>	Jefferson County, Colorado : a unique & eventful history! / by Carole Lomond ; with Stephen
<input type="checkbox"/>	The little red pen / written by Janet Stevens and Susan Stevens Crummel ; illustrated by Ja

5. Don't forget to log out!