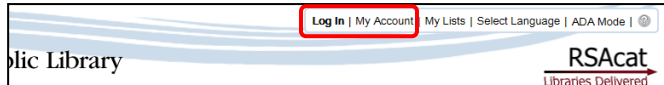


MY RSACAT

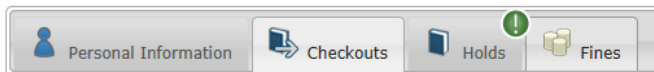
Manage your checkouts, renewals, holds and more
using your online library account

Log In



You can access your RSACat account by clicking on the “Log In” link, which is available at the top of every catalog page. You will need your library card and PIN numbers (password) to sign in. Please contact your local library if you need login assistance.

Managing your account details:



From your My Account home, you can use the:

- **Personal Information tab** to change your PIN and account preferences. *Contact information must be updated in person at your library.*
- **Checkouts tab** to view a list of all items you are currently borrowing and their individual due dates. You can also renew items from this page by:
 - 1) Filling in the checkbox next to the individual title(s) you would like to renew, or the “Select All” box at the top of the list
 - 2) Clicking on the “Renew” button
- **Holds tab** to edit or check the status of your holds on items from RSA libraries. *NOTE: You cannot place holds from the Holds tab. Holds are placed from search results or the My Lists screen.*
- **Fines tab** to monitor fees

How to create and manage lists:

The new RSACat allows you to make lists of items to help organize your borrowing priorities. Using your RSACat account, you can save these lists for later review and changes. To access your lists, click the My Lists link at the top of any RSACat page.

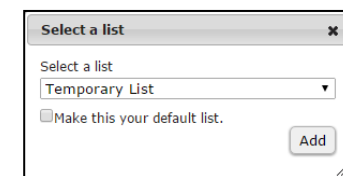
Making new lists or adding items to you lists:

Just fill in the checkbox next to the item(s) you’d like saved on a list, then select the “Add to My List” option from the “Select an Action” dropdown menu. If you’re not logged into your account, these items will be saved on a temporary list that you can review by clicking on the “My Lists” link at the top of every RSACat page.



Saving and customizing lists:

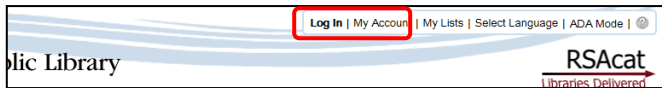
You can save multiple lists and add more detail to them by logging in to your account. If logged in when selecting items and the “Add to My Lists” command, you’ll be prompted to specify whether you’d like to add the new item(s) to an existing list, or whether you’d like to add a new one.



MY RSACAT

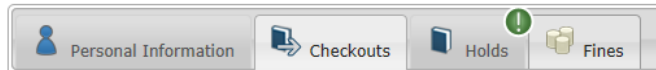
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