Accessing Your Account in the Online Library Catalog (OPAC)

Web Address:

http://library.naperville203.org/opac/naperchs/

(or access through the Library page on the NCHS website: http://d203.schoolwires.net/nchslrc)

Log On

1. Click on the Log On button in this box in the top right hand corner:



2. Type in your username (ID number) and password (last name, all lower case)

Account Log On 🛛 🗙	F
Username or Barcode ID number PIN ••••••	
Log On Cancel	

Renew Items

1. Click on the Items Out tab

My Items	
PATRON: STUDENT, SAMPLE(05999) You Have 2 Items Checked Out	
Reserves Items Out Fines	Bookbags Watch Lists Account History
ITEMS CHECKED OUT	
	Select All Benew Selected Items
Will Grayson, Will Gra Author: Green, John Barrode: 31471322	ONINAME EL OPEEN et
Due On: 09/25/2014 Estimated Fines owed: \$0.00	Times renewed: 0
SAPAH DF/SEN Just listen : a novel Author: Dessen, Sarah Barrode: 31468097	Call Number EIC NERGEN / 1
Due On: 09/25/2014 Estimated Fines owed: \$0.00	Times renewed: 0
- Sin loss	Select All Renew Selected items
Check the boxes for	r the books you want to renew or
click Select All	
Renew Selecte	ed Items
Click	to renew your books. Click
Log Off	

to end your session.

Place Item on Hold

1. Search for the item by title, subject or key word in either search box.



3. Click on Go To Reserve



 Click on Reserve. If you are not already logged on, you will get the Log On screen (see above for directions).

Where can you find it? Main Library Reserve Main Library 940.54 HIL c.1 / 31471755 / Out (due back on 2014-08-22) 940.54 HIL c.2 / 31473367 / Out (due back on 2014-09-15) 940.54 HIL c.3 / 31473368 / Out (due back on 2014-08-28) 5. Confirm the reservation by clicking on OK:



6. You will get a message verifying that the reservation was successful.

View Reserves (Holds)

 Click on the Reserves Tab to view the status of your holds. You will be sent an email on your student account when your item is available. You can cancel the reservation if you no longer want the item.

