

# Accessing Your Account in the Online Library Catalog (OPAC)

## Web Address:

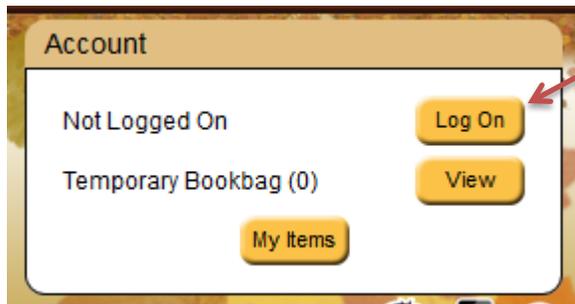
<http://library.naperville203.org/opac/naperchs/>

(or access through the Library page on the NCHS website:

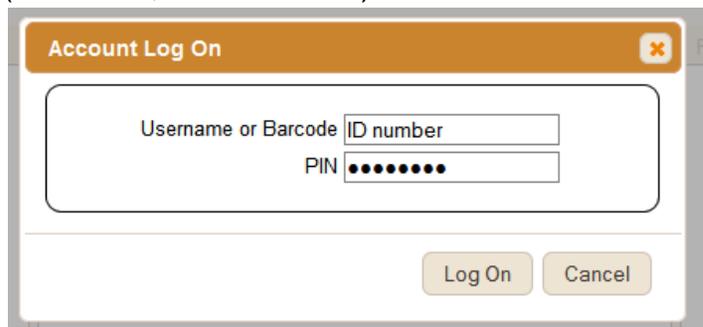
<http://d203.schoolwires.net/nchslrc> )

## Log On

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

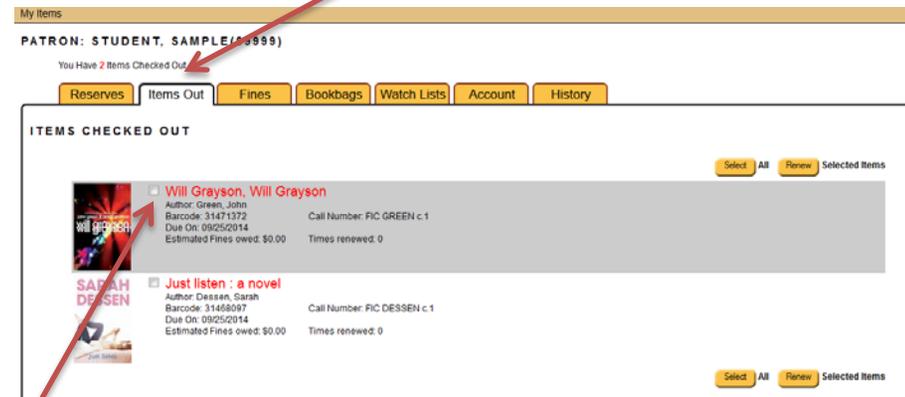


2. Type in your username (ID number) and password (last name, all lower case)



## Renew Items

1. Click on the Items Out tab



Check the boxes for the books you want to renew or

click  **All**

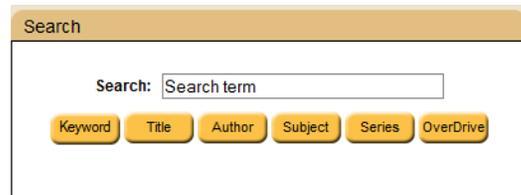
**Selected Items**

Click  to end your session. Click

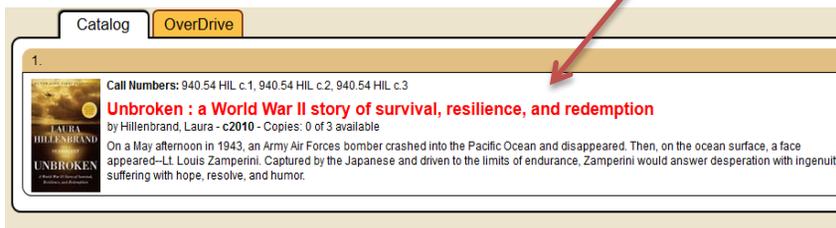
to end your session.

## Place Item on Hold

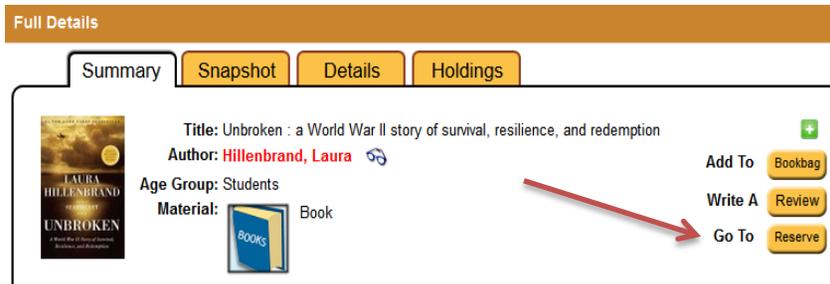
1. Search for the item by title, subject or key word in either search box.



2. Click on the title of the book



3. Click on Go To Reserve

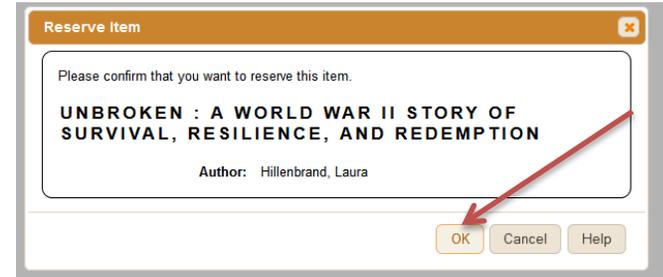


4. Click on Reserve. If you are not already logged on, you will get the Log On screen (see above for directions).

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)

1. 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.

