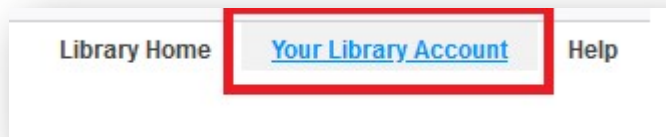


## Renewing Books Online

1. Go to: <http://library.acaweb.org/search~S5>
2. Click "Your Library Account"



3. Your username will be **first name** <space> **last name** as it appears on your student ID card. Your password will be **fe** followed by your **ID number**, OMITTING THE FINAL DIGIT if you have replaced your ID card in the past. All passwords are **nine digits** in length. *If your card number is less than nine digits, precede your id number with zeros until you get to nine numeric digits.*

For example, your credentials might be:

USERNAME: donald livingston

PASSWORD: fe000012345

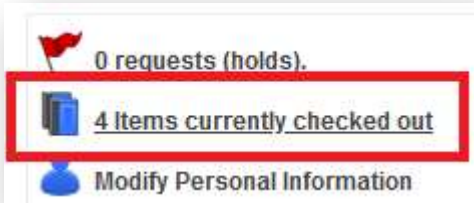


A screenshot of a login form on a website. At the top, there are navigation links: "New Search", "Resources", "Reserves", and "Your Library". Below these is a "Login" section. The form contains the following elements:

- A heading: "Please enter the following information:"
- A text input field labeled "Name/username" containing the text "donald livingston". To its right is the instruction: "Type your name/username and then press ENTER or TAB".
- A text input field labeled "Barcode/password" containing nine dots. To its right is the instruction: "Type your barcode/password and then press ENTER or click SUBMIT".
- A "Submit" button located below the password field.

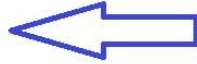
The entire login form area is enclosed in a red rectangular box.

4. Click the link for items you have currently checked out



5. Select the items you wish to renew and click Renew Marked OR simply click Renew All. *Note: Laptops, Chromebooks, Calculators, DVDS, and other non-book items cannot be renewed online.*

Sort by Checkout

**Not all renewals were successful. See details below.** 

Renew All    Renew Marked

**4 ITEMS CHECKED OUT**

RENEW	TITLE	BARCODE	STATUS	CALL NUMBER
<input type="checkbox"/>	College and university archives : selected readings.	3854200059358	DUE 06-08-21 <b>RENEWED</b> Now due 12-08-21 <i>Renewed 1 time</i>	CD3065 .C58
<input type="checkbox"/>	Mastering United States government information : sources and services / Christopher C. Brown.	38542100665931	DUE 06-08-21 <b>RENEWED</b> Now due 12-08-21 <i>Renewed 1 time</i>	ZA5055 .U6 B76 2020
<input type="checkbox"/>	Managing institutional archives : foundational principles and practices / Richard J. Cox.	38542100064226	DUE 06-08-21 <b>RENEWED</b> Now due 12-08-21 <i>Renewed 1 time</i>	CD950 .C69 1992
<input type="checkbox"/>	The West Wing [videorecording] : the complete series / John Wells Productions ; created by Aaron Sorkin. pt.41-42	38542100519435	DUE 06-08-21 <b>RENEW NOT ALLOWED</b>	DVD 1112

Sort by Checkout    Renew All    Renew Marked