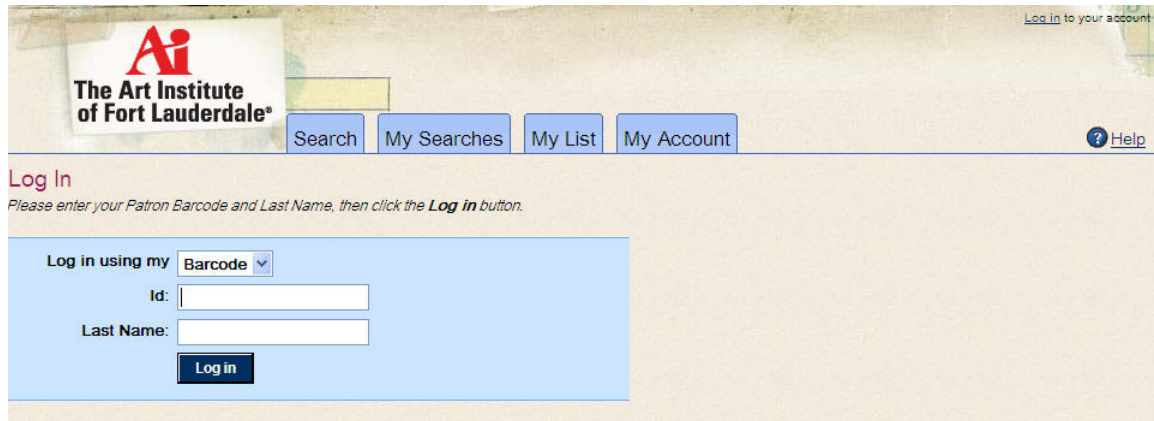


## How to check your library account or renew items:

1. Go to the library's catalog, <http://library.aii.edu:7208/vwebv/searchBasic>
2. Click on "My Account"



The screenshot shows the top navigation bar of the library website. On the left is the logo for 'The Art Institute of Fort Lauderdale' with a red 'Ai' monogram. To the right of the logo are four buttons: 'Search', 'My Searches', 'My List', and 'My Account'. In the top right corner, there is a link that says 'Log in to your account' and a 'Help' icon with a question mark. Below the navigation bar, the text 'Log In' is displayed in red, followed by the instruction: 'Please enter your Patron Barcode and Last Name, then click the **Log in** button.' Below this is a light blue login form. It contains a dropdown menu labeled 'Log in using my' with 'Barcode' selected. There are two input fields: 'Id:' and 'Last Name:'. A dark blue 'Log in' button is positioned at the bottom of the form.

3. It will ask you for your ID and last name
4. If you have a 6-digit student ID number
  - type 22012000 then your 6-digit student ID number (ie 22012000123456)
5. If you have a 7-digit student ID number
  - type 2201200 then your 7-digit student ID number (ie 2201200100123)
6. Faculty need to add an extra "0"
  - type 220120000 then your 5-digit employee ID number (ie. 22012000012345)
7. Enter your last name and click "Log In" to access your account