

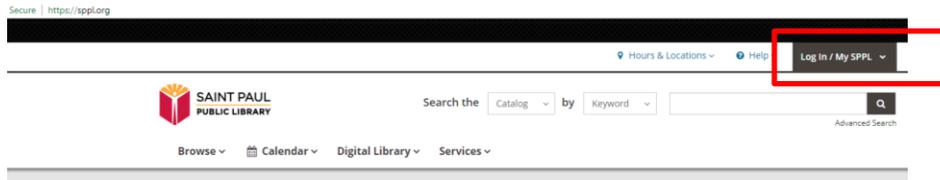
SPPL.org: New User Guide



Get Started

Create your username

- Click the **Log In/My SPPL** button in the upper right corner.
- Click Log In/Register.
- Enter your barcode and use your existing PIN as your password.
- You will be prompted to create a unique username that you can use to access your account in the future!



If you do not already have a PIN, please contact library staff to set one for you.

If you have forgotten your PIN, you may be able to reset it online. Go to the classic catalog login page at <https://alpha.stpaul.lib.mn.us/patroninfo> and click the “Forget Your PIN?” link. If we have your email address on file, a reset link will be sent to you.

Passwords/PINs should be

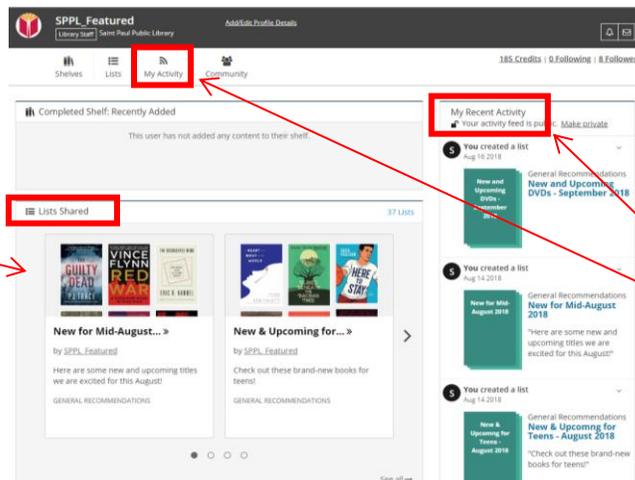
- 6 or more characters in length
- Can be made up of numbers and/or letters
- Should not use special characters like ampersands or quotation marks.

Get Organized

My Profile

See your latest activity, lists, and shelves -- all on one page.

When you create a list and publish it, it will be shown here.



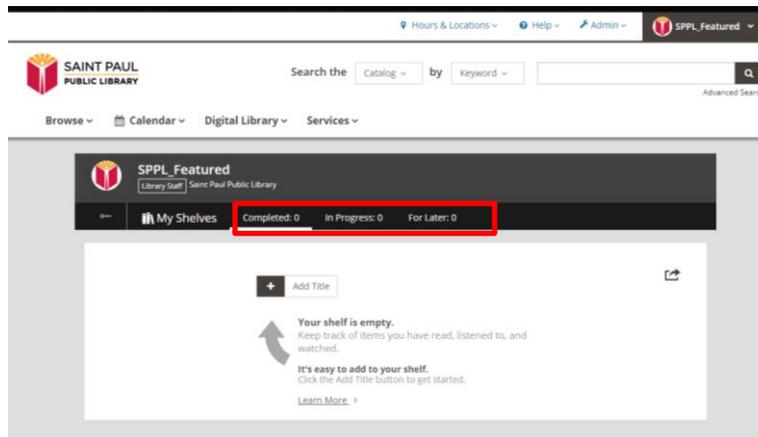
See your most recent activities: book lists created or published, items added to a shelf, etc.

Shelves

Organize books, CDs, DVDs, and more using your account's Shelves.

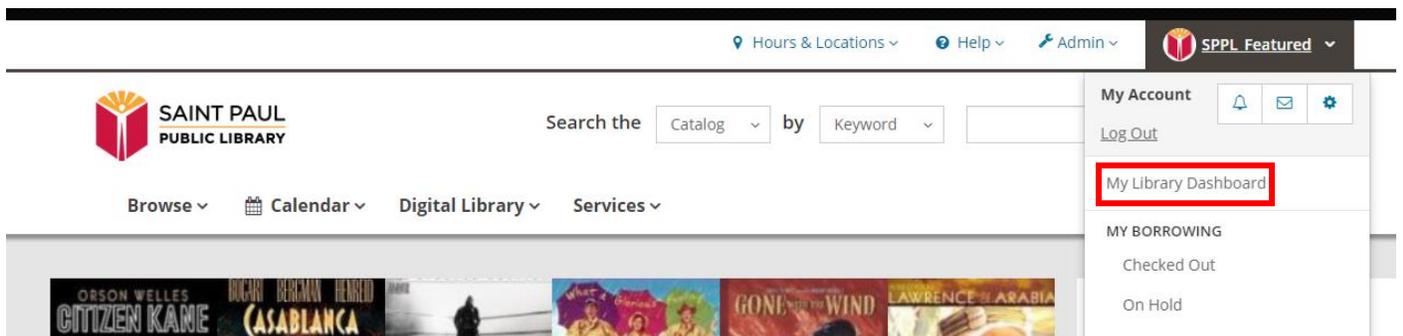
To see your Shelves, click *My Profile* --> *Shelves*.

- **Completed:** keep a record of everything you've read, watched or listened to.
- **In Progress:** make note of what you are currently reading, watching or listening.
- **For Later:** keep track of the books, movies and music you'd like to borrow in the future.



My Library Dashboard

See everything on your account on one page on your Library Dashboard. To access your dashboard, click on your username at the top right and select *My Library Dashboard*.



Account Settings

Set the library you want to pick up holds from by clicking on username at top right and choosing *My Settings*. You can update your account information, change your password, set preferred locations, and more.

Take Control of your Privacy

The library's new catalog has several tools available to let you share comments, lists, and more.

You decide how much or how little you want to share.

To set your privacy settings, click on your username at the top right, go to *My Settings*, → *Privacy*, → *My Shelves* and *My Feeds* and make the appropriate selection for your account.

My Settings
at Saint Paul Public Library

Account Information
Email Address
Username
Password

Account Preferences
Saved Searches
Holds and Pickup Location
Community Content Defaults

Privacy
My Shelves
My Feeds

Profile
Ignored Users
Community Credits

My Settings
Barcode: *****
Name: **** *
Date of Birth: **
Card Expiry Date

Account Information
Email Address
Update your email address

Username
Manage your username

Password
Change your account password

Account Preferences
Saved Searches
Manage and run your favorites

Holds and Pickup Location
Preferred pickup location

Placing Holds

You can do it with just one click: When you select a pickup location for your holds, you can also enable *Single Click Holds*.

If you do not want to enable single click holds, each time you place a hold you will see a box asking you to confirm the hold and your pick-up location.

SPPL_Featured
Library Staff | Saint Paul Public Library

My Shelves Completed: 0 In Progress: 1 For Later: 0

Filter Results by... + Add Title

Select: Items 1-1 of 1 page

Remove Selected

State Fair
By Foster, Earlene
Book - 2010
Added on: Aug 17, 2018
Available in some locations

Remove Selected

Sort by: Date added

My Rating

+ Add Details

Place a Hold

Move to my...

Place a Hold
Select a Pickup Location:
Arlington Hills

Enable Single-Click Holds? Info

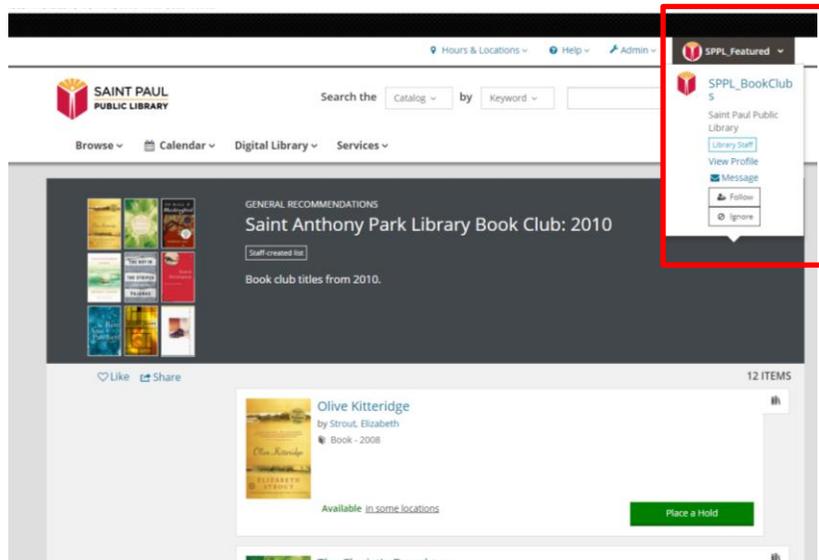
Confirm Hold Cancel

Connect with SPPL and a community of readers:

You can rate books, DVDs, and CDs in the new catalog. You can share comments and lists, if you choose.

See what Saint Paul Public Library and other readers are reading and recommending.

Follow SPPL staff or other readers who have chosen to share their lists and recommendations. When you see a list you like, click the creator's name and then "Follow".



You can like and share lists, too:

