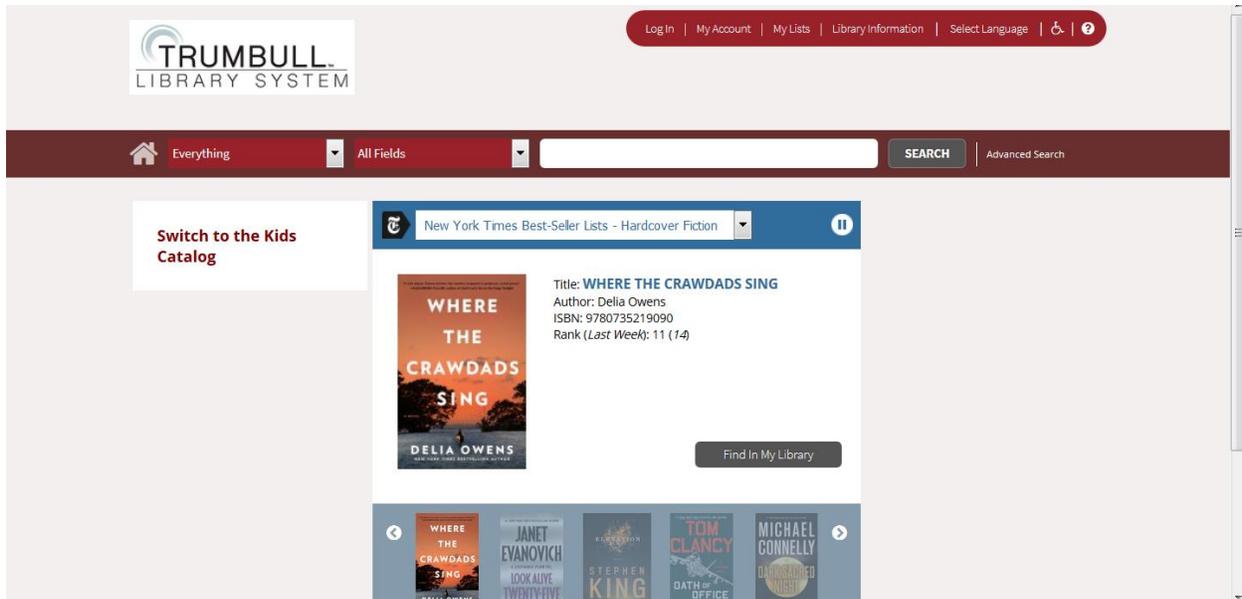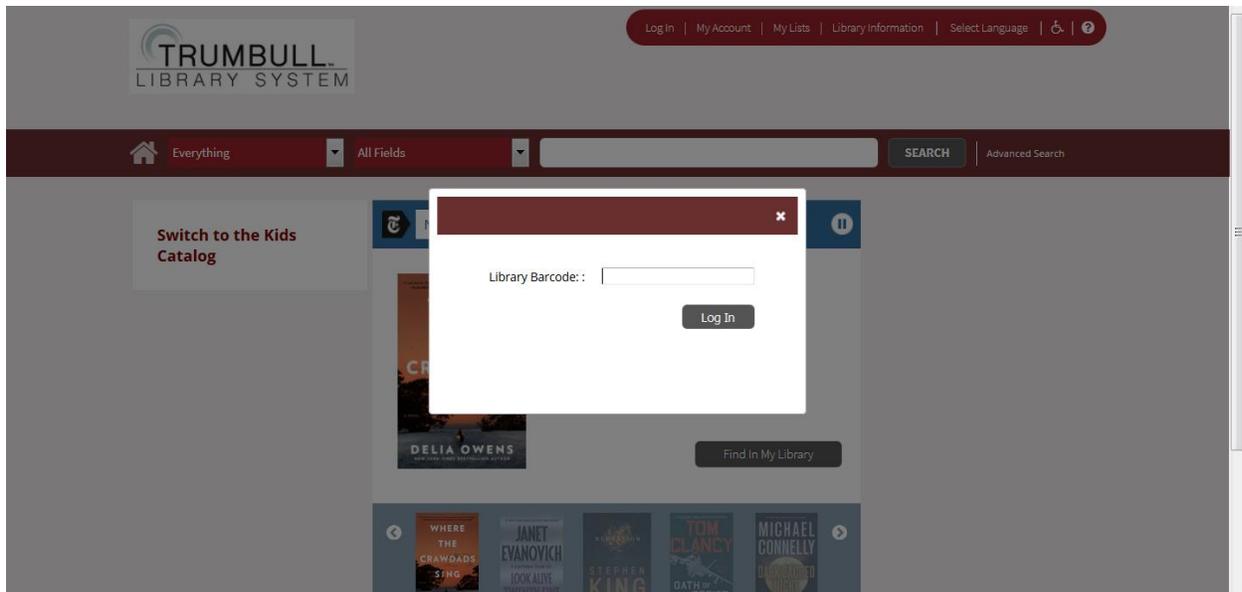# How to Use the My Account Features in the NEW Online Catalog

To log into My Account, you will need to enter your 14-digit library barcode. [Barcode](#)

When you first enter your account, the Personal Information tab, with your name, address and phone number is pre-selected. If any information is incorrect, please call the Library at 203-638-3101 to let us know. PersonalInfo

Preferences The Preferences section lets you customize some of your online experiences, such as which view you want in your tabs. To make your choice, just click the downward arrow next to each tab and select the choice you prefer.

[Checkouts](#) The Checkout tab shows everything you currently have checked out, digital titles….

as well as Library titles.

[Holds](#) The Holds Tab shows you the progress of your holds for digital titles …

	Personal Information	Checkouts	Holds	Fines	Additional Information

Digital Holds

Items on Hold: 4
Ready for Download 0

[Cancel Hold(s)]

☐ Select All

		Title/Author	Place in queue	Download
		This Is How It Always Is Frankel, Laurie	35	☑ Automatically check out item when available
		Past Tense Child, Lee	23	☑ Automatically check out item when available
		Flawless Graham, Heather	2	☑ Automatically check out item when available
		The Beekeeper's Ball Wiggs, Susan	4	☑ Automatically check out item when available

Checkouts
Digital: 3
Library: 1

Holds
Digital: 4
Library: 0

Fines
Total due: $0.00

and Library titles.

	Personal Information	Checkouts	Holds	Fines	Additional Information

▸ Digital Holds

Library Holds

Items on Hold: 3
Ready for Pickup: 0

[Cancel Hold(s)] [Edit Pickup Location(s)] [Suspend Hold(s)] [Cancel Hold Suspension(s)]

☐ Select All

		Title/Author	Status	Pickup at	Place in queue
		The next person you meet in Heaven / Mitch Albom. Albom, Mitch, 1958-	Pending	Trumbull Library	1
		Educated : a memoir / Tara Westover. Westover, Tara, author.	Pending	Trumbull Library	16
		Becoming / Michelle Obama. Obama, Michelle, 1964- author.	Pending	Trumbull Library	51

Checkouts
Digital: 3
Library: 1

Holds
Digital: 4
Library: 3

Fines
Total due: $0.00

[Fines](#) The Fines tab allows you to keep track of what owe the Library.