



Library: (530) 938-5331 ▪ library@siskiyous.edu ▪ www.siskiyous.edu/library

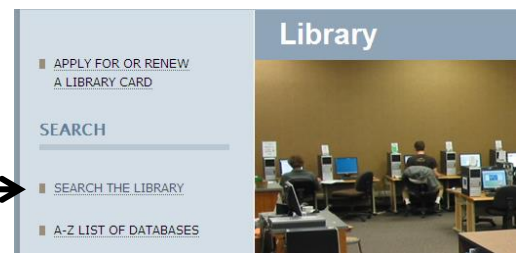
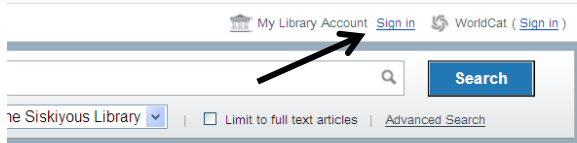
Your Library Account & Password

Welcome to the COS Library software system! You can check your library card account and see all the items you have checked out and their due dates, and you can renew them online. You will use the same account information—your Library Card barcode number and password—to log into the Library’s online article databases, ebooks and streaming video from off campus.

Creating your password

Before you log into your account for the first time, you will need to create a password. To use the online databases you will also need to create a password.

1. Go to the COS Library’s web site: www.siskiyous.edu/library
2. Click on **Search the Library** (left sidebar)
3. Click on **Sign In** next to **My Library Account** (upper right corner; NOT the WorldCat sign in!)



4. Click on **Set/Reset Password**

5. Type in your Library Card barcode number and click on **Request new password**; this will send an email to your COS email account

“User name is invalid”
If you get a message saying “User name is invalid”, you cannot create a password at this time. Please enter your Library Card barcode number in the “User name” box.
Contact us:
in person ▪ (530) 938-5331 ▪ library@siskiyous.edu

6. Open your COS email account; when you receive the email, click on the link provided
7. On the *Change Password* screen, type in your “Library Card barcode number” when asked for “User Name”, type in the password you wish to use, and click **Change Password**

Logging into your Library card account

1. Go to the COS Library's web site: www.siskiyous.edu/library
2. Click on **Search the Library** (left sidebar)
3. Click on **Sign In** next to **My Library Account** (upper right corner; NOT the WorldCat sign in!)
4. Type in your Library Card barcode number
5. Type in your password and click **Sign In**.
6. Once you are signed in, My Library Account becomes a link. Click on the **My Library Account** link to view your checked-out items and to renew materials.

Viewing your checkouts & due dates

1. Log in to your account (see above)
2. Click on the **Checkouts** tab

Renewing your Library items

1. Log in to your account (see above)
2. Click on the **Checkouts** tab
3. Click on the **Renew** button to the right of each title you wish to renew
Please note whether or not the renew was approved and the new due date!

Logging into Databases from off campus

From the Databases page

1. Go to the COS Library's web site: www.siskiyous.edu/library
2. Click on **A-Z List of Databases**
3. Click on the **Off-Campus** link next to the database you want to search
4. Type in your Library Card barcode number and account password

From the Library Catalog

1. Go to the COS Library's web site: www.siskiyous.edu/library
2. Type in your search (there is a catalog search box on the Library's home page)
3. To look at any results that are ebooks or online articles, click on **View Now**, then click on the link to the ebook/article.
4. Type in your Library Card barcode number and password

