

## **How to Renew your Items Online**



- 1. Go to CRDL website (www. <a href="http://www.cln.bc.ca/">http://www.cln.bc.ca/</a>)
- 2. Click on My Account located at the top right hand corner of the webpage



- 3. You will be prompted to log in. Enter your Username first. Your username is your library card barcode no number no spaces. If this is your first time logging in your password should be the last 4 digits of your phone number. There is an extra step the first time you login to protect the integrity of your account. You will be required to change your password (it must be at least 7 characters with at least one number and one letter).
- 4. Click Login



5. Click on Items Checked Out /



Account Summary Items Checked Out Items on Hold Fines Account Preferences My Bookbags

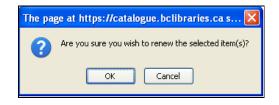
Total items out: 2 / Total items overdue: 0

Title Author Due Date Renewals Remaining Select (All/None)

The stained glass garden: projects & patterns Shannon, George 2010-12-14 0

The fearsome particles Cole, Trevor 2010-12-14 1

- Click on boxes to select the items you would like to renew
- 7. Click on Renew Selected Items
- 8. You will be asked if you are sure you want to renew the selected items. Click OK.



9. A confirmation box will let you know your renewal was successful.



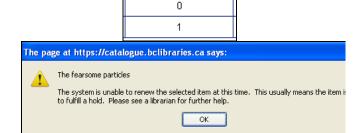


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NOTE: You are only allowed to renew an item once. If you have 0 renewals remaining, you will not be able to renew the item. Also, if the item is needed to fulfill a hold, you will not be able to renew it.

**Questions? Contact your Area Branch.** 



Renewals Remaining