

**St. Joseph County Public Library**  
**Computer Sign Up Procedures**  
**at LaSalle, River Park, Tutt and Western Branches**

To make better use of our computer resources, we have installed a new sign up system. If you are a resident of St. Joseph County, an SJ CPL card is required for computer sign up.

Did you forget your card? Show a picture ID to the staff and they will look up your card number.

Don't have a card? Live in St. Joseph County? Apply for a card at the Circulation Desk.

Not a St. Joseph County resident? Show a picture ID to staff to obtain a guest pass.

**For First Time Users:**

1. Go to the Sign Up Station and enter your card number with no spaces.
2. Leave the password box blank and click *Log On*.
3. You will be asked for the password you want to use. Choose something you are likely to remember. Note that passwords are case-sensitive.
4. Click *Join Queue*.
5. The Sign Up Station will assign you to an available computer or place you in the queue for the first available computer.
6. Click *Log Off*.
7. Go to the computer assigned and *Log In* with your card number and password,  
OR watch the Queue Monitor to see when your computer becomes available.
8. To agree to the Computer Usage Policy, click on *I Agree*.
9. When finished using the computer click on *Log Out Guest*.

**For Established Users**

**When there are open computers:**

1. Go to an available computer and click *Log In*.
2. To agree to the Computer Usage Policy, click on *I Agree*.
3. Enter your card number and password.
4. Click *Log In*.
5. Your remaining allotted time is displayed in the top left corner of the screen.

6. When you are finished using the computer, click *Log Out Guest*.

**For Established Users**

**When all computers are in use:**

1. Go to the Sign Up Station and enter your card number with no spaces.
2. Enter your password.
3. Click *Log On*.
4. Click *Join Queue*.
5. The Sign Up Station will assign you to an available computer or place you in the queue for the first available computer.
6. Click *Log Off*.

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