Checking Your Library Account Online

This tutorial will show you how to check on your Library Account in the new Library Catalog System.

This tutorial covers:
1. How to access your library account online.
2. How to renew items in your online account.
3. How to view, edit, or cancel your Wheaton/HELIN Requests.
4. How to view, edit, or cancel your Interlibrary Loan Requests.

Getting to the “My Library Account”

To start, go to the library homepage http://wheatoncollege.edu/library/. You can also access the library’s homepage through the “Quicklinks” box on the college website.

Under the Search & Find box are a series of icons. Click on the “My Library Account” icon. The Wheaton Login Gateway page will open. Enter your WID and Password.
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Your Library Account will open. You can view tabs with your Checkouts, Holds and Charges.

Renewing Items

If you want to renew an item, click on the Renew button next to the item of interest. If the item is available to renew, the Due Date will reflect the update.

Canceling/Editing Wheaton/HELIN Requests

Review your Wheaton/HELIN hold requests on the Holds tab.
You can use the **Edit** or **Remove** buttons to change any Wheaton/HELIN Hold.

**Canceling/Editing ILL Requests**

Updates to ILL Requests can only be made through your *ILLiad* account, not through your Library Account.

Access ILLiad from the “ILL” icon under the Search & Find box on the Library homepage.
Then, click the **Logon to ILLiad** button.

Sign in Using your WID and password.

From ILLiad, you can review all of your current and past Interlibrary Loan requests. To edit or cancel an Outstanding Request, click on the transaction number of the request of interest.
Then choose the option to either **Edit Request** or **Cancel Request** at the top.