
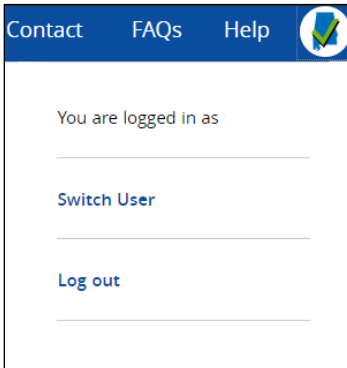


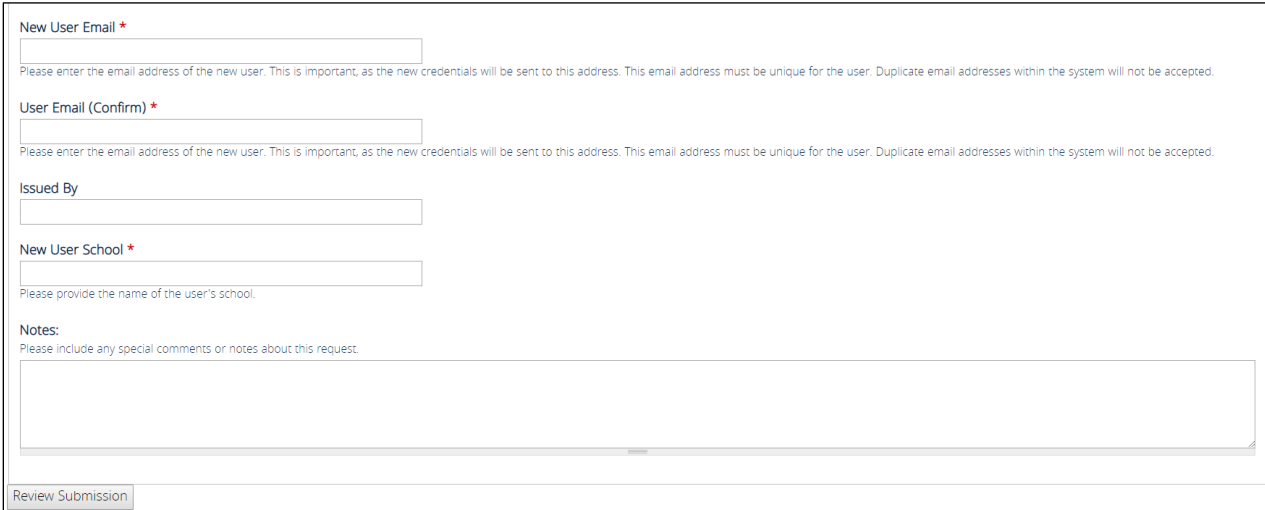
1. Go to <https://www.avl.lib.al.us> and click on the **Login Authenticated** icon  in the top right corner of the webpage.

2. If you are automatically logged in via Geo or Campus IP, please click on **Switch User** and then log in with your public school's AVL administrator credentials.



The **Switch User** dropdown window

3. On the *Create AVL Account* form, **enter the student's e-mail address** and confirm it. **Note:** An e-mail address is **required** to create an AVL account. Next, **select the student's school** from the *School* dropdown.



The **Create AVL Account** window

4. Scroll to the bottom of the page and **click on the Review Submission** button. This will take you to the *Account Request Review* screen.

## HOW TO ISSUE AVL ACCOUNTS AT PUBLIC SCHOOLS

### AVL Account Request - K-12

✔ Please review the New User information you have entered.

If the entry looks correct, click the "Submit Account Request" button. If you need to correct any field, please click the "< Previous" button to make corrections.

Account Request Form

New User Email  
test@test.com

User Email (Confirm)  
test@test.com

Issued By

New User School  
Test School

School dropdown

Notes:

< Previous Submit Account Request

#### *The Account Review screen*

5. Review the information that you entered and if it is correct **click on the *Submit Account Request* button**. If the information is not correct, click on the *Previous* button to go back to the *Create AVL Account* screen and make the necessary changes.
6. Once the request has been submitted, you will be taken to a *Registration Complete* screen and you will see temporary login credentials. You can print this screen if the student requests a copy of their temporary login credentials.

The student **will not** be able to use their AVL account credentials until their account has been activated by an AVL administrator. However, **they can log in with the temporary login credentials**. The student's account will be activated before their temporary credentials expire.

Once the student's AVL account has been activated, they will need to use their permanent account to log into AVL.

## AVL Account Request - K-12

Thank you for submitting the AVL Card Request!

The account should be active soon. An email will be sent to the new user with instructions for using the new account.

For *immediate access*, a temporary account may be used.

The login credentials for the *temporary* account are:

username : tempavl

password : 1

\*\* Note: These temporary credentials will expire within one week.

### *The Registration Complete screen*

7. Once the student's account has been activated, **they will receive an e-mail with instructions** on how to set their password. Once the student has set their password, they can log into their account.
8. Students that are issued an AVL account on the new website will need to use their e-mail address and password for their login credentials. **Students will need to remember the e-mail address that was used to create their account**, if they ever need to use the *Request New Password* feature on the AVL website.

If a student was issued an account on the old AVL website, and they have not used their account in a while, **they will need to request a new account**.

## **Need Assistance?**

Please contact the AVL Help Desk by e-mail at [avlhelpdesk@asc.edu](mailto:avlhelpdesk@asc.edu), or by phone at 800-338-8320 (toll-free) or 256-971-7448 (direct).

You can also use the Contact the AVL Help Desk webform on the AVL website <https://www.avl.lib.al.us/avl-info/contact-avl-helpdesk>.