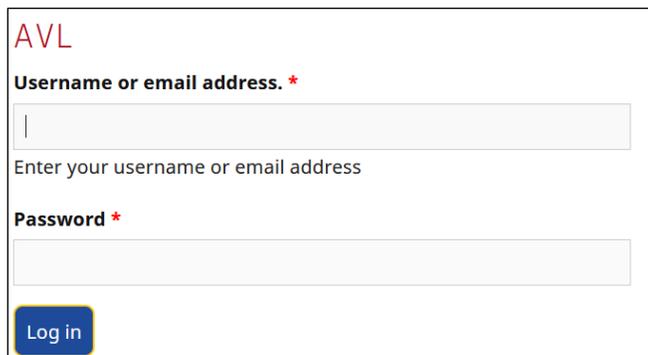


HOW TO ISSUE AVL ACCOUNTS FOR PUBLIC LIBRARIES AND POST-SECONDARY INSTITUTIONS

1. Go to <https://www.avl.lib.al.us>.

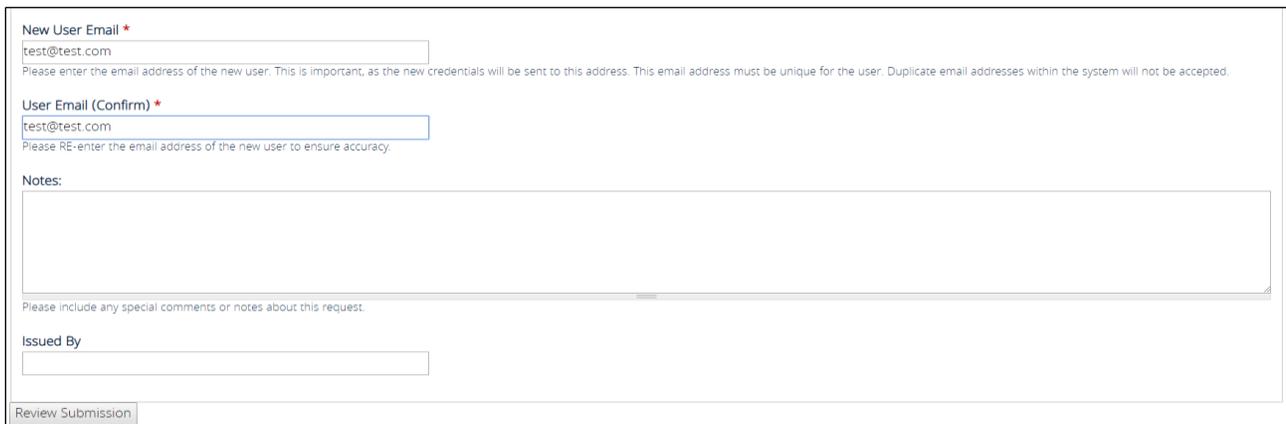
Login

2. Click on *Login* in the top right corner of the webpage. Please note that if you were automatically authenticated, you will need to click on *Logout*.
3. Log in with your AVL credentials.



The screenshot shows a login form titled "AVL". It contains two input fields: "Username or email address. *" and "Password *". Below the password field is a blue "Log in" button.

4. On the *Create AVL Account* form, enter the user's e-mail address and confirm it. Please note: A valid e-mail address is required to create an AVL account. If you have any notes that you want to include in the form, you can enter them in the *Notes* field.



The screenshot shows the "Create AVL Account" form. It includes the following fields and instructions:

- New User Email ***: Input field containing "test@test.com". Below it, the instruction reads: "Please enter the email address of the new user. This is important, as the new credentials will be sent to this address. This email address must be unique for the user. Duplicate email addresses within the system will not be accepted."
- User Email (Confirm) ***: Input field containing "test@test.com". Below it, the instruction reads: "Please RE-enter the email address of the new user to ensure accuracy."
- Notes:**: A large text area for entering notes. Below it, the instruction reads: "Please include any special comments or notes about this request."
- Issued By**: Input field for the user's name.
- Review Submission**: A button at the bottom left of the form.

The *Create AVL Account* window

HOW TO ISSUE AVL ACCOUNTS FOR PUBLIC LIBRARIES AND POST-SECONDARY INSTITUTIONS

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

AVL Account Request - Public Library

✓ 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.

AVL New User Account Request Form

New User Email
test2@test.com

User Email (Confirm)
test2@test.com

Notes:
Issued By

< Previous | Submit Account Request

The *Account Review* screen

6. 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.

7. Once the request has been submitted, you will be taken to a *Registration Complete* screen where you will see the AVL temporary login credentials. You can provide the AVL temporary credentials to the user.

AVL Account Request - Public Library

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

Users will receive an e-mail with instructions on how to set their password. Please note that the user will not be able to use their AVL account credentials until their account has been activated. However, they can log in with the temporary login credentials.

HOW TO ISSUE AVL ACCOUNTS FOR PUBLIC LIBRARIES AND POST-SECONDARY INSTITUTIONS

Once the user's account has been activated, they will need to use their permanent AVL account to log into AVL. Users will need to remember the e-mail address that was used to create their account.

If users forgot their password, they will need to use the *Request New Password* feature on the AVL website.

If a user was issued an AVL account on the old 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, 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>.