

How To View Your Account Through the Online Catalog:

- 1) There are two ways to access the login screen to view your account:
 - a) Scroll to the bottom of the WILO catalog main screen or the Rockhurst University online catalog main screen. Click the VIEW YOUR ACCOUNT link.
 - b) Go to the library account page directly at <https://wilo.missouri.edu/patroninfo/>
- 2) Enter your name (first name and last name).
- 3) Enter your Unique Campus I.D. code. This is the six-digit number in the middle of your ID card, followed by the letters "RG", ex: 123456RG.
- 4) Click the button that says DISPLAY RECORD FOR PERSON NAMED ABOVE.
- 5) Where your account information appears on the screen, you will see links to:
 - a) Items currently checked out
 - (1) If items can be renewed there will be a checkbox to the left of each title. If there is no checkbox, the item is not eligible for renewal. *Books can only be renewed online within 7 days of the due date.*
 - (2) You may click inside the checkbox to select specific items to renew, and then click on the "Renew Selected" button.
 - (3) You may click on the "Renew All" button to renew all eligible items.
 - b) Requests (holds) outstanding
 - c) Unpaid fines and bills (cannot be paid online)
 - d) Search the catalog
- 6) Be sure to click the green LOG OUT button located near your name (on the left side of the screen) when you are finished viewing your library account.
- 7) If you need to reactivate your library account you may do so in person or online at http://www.logiforms.com/formdata/user_forms/10734_980919/44369/.