

## **HOW TO CHECK YOUR LIBRARY CARD IN SCHOOL and AT HOME**

You can see what you have and when it's due

You can renew a book if you need too

Step 1:

Go to: [www.mpsnj.org](http://www.mpsnj.org)

Step 2:

Upper left hand corner: Select a School: Highland School



Step 3:

Click on Media Center



Step 4:

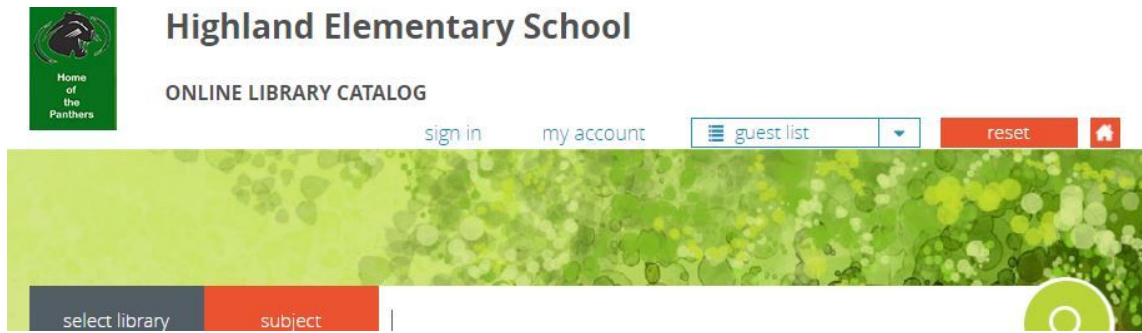
Scroll down and click on the LIBRARY CATALOG link



[Click here for library catalog](#)

Step 5:

At the top of the screen click SIGN IN



Step 6:

Your login name/barcode = your 5 digit student ID number (no letters, no hashtags)

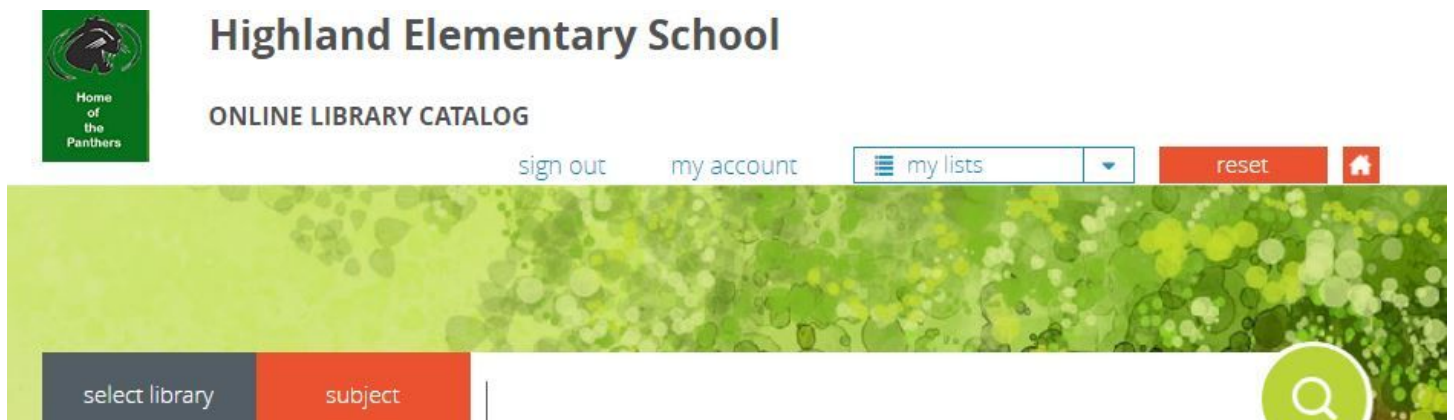
NO PASSWORD

Click SIGN IN

The screenshot shows the login form on the library catalog website. It has a light grey background. At the top is a green banner with a pattern of overlapping circles. Below the banner are two input fields: "Login name/barcode" and "Password". Both fields are empty and have a light green border. Below the "Password" field is a red "sign in" button.

Step 7:

Click MY ACCOUNT (near top of screen, next to sign out)



## Step 8:

You can see what books you have and when they are due

You can also RENEW if you want to, not required

### Current Transactions

Author		Title	Call Number	Type	Due Date	
	Creech, Sharon.	The great unexpected /	FIC CRE	Loan	10/09/2018	Renew