

How do I access my online library account?

STEP 1. Go to the library website: <http://libguides.dbu.edu/library>. Click on Sign In located to the top right corner.



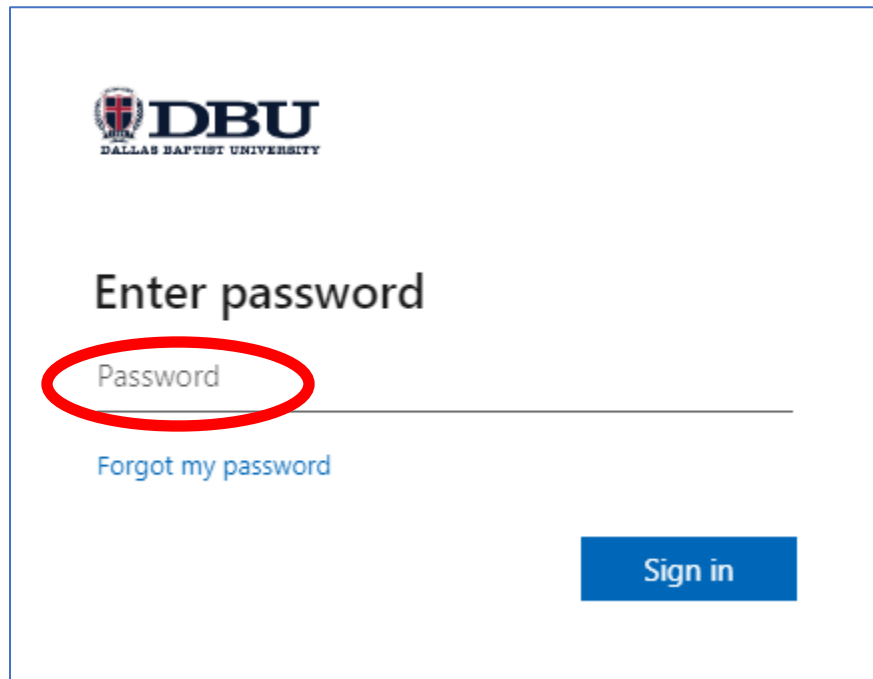
STEP 2. Click **DBU LOGIN**.

The image shows a login selection screen. At the top, it says 'Select a service to sign into.' Below this is a checkbox labeled 'Remember my selection'. There are two buttons: 'DBU LOGIN' and 'GUEST LOGIN'. The 'DBU LOGIN' button is circled in red.

STEP 3. Enter **DBU email** username and click **Next**.

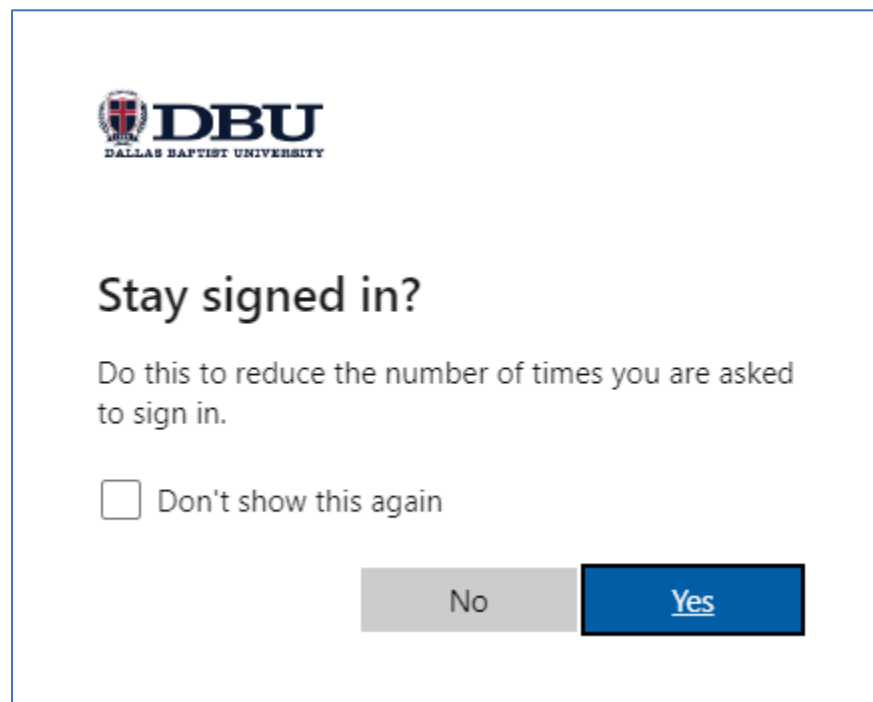
The image shows the DBU sign-in page. At the top is the DBU logo (Dallas Baptist University). Below the logo is the text 'Sign in'. There is a text input field containing the email address 'someone@dbu.edu', which is circled in red. Below the input field is a link that says 'Can't access your account?'. At the bottom of the form are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted in blue. At the very bottom of the page, there is a search icon and the text 'Sign-in options'.

STEP 4. Enter your password and click **Sign in**. If are prompted to verify your account, you may choose to have a code texted to your phone or an automated call.



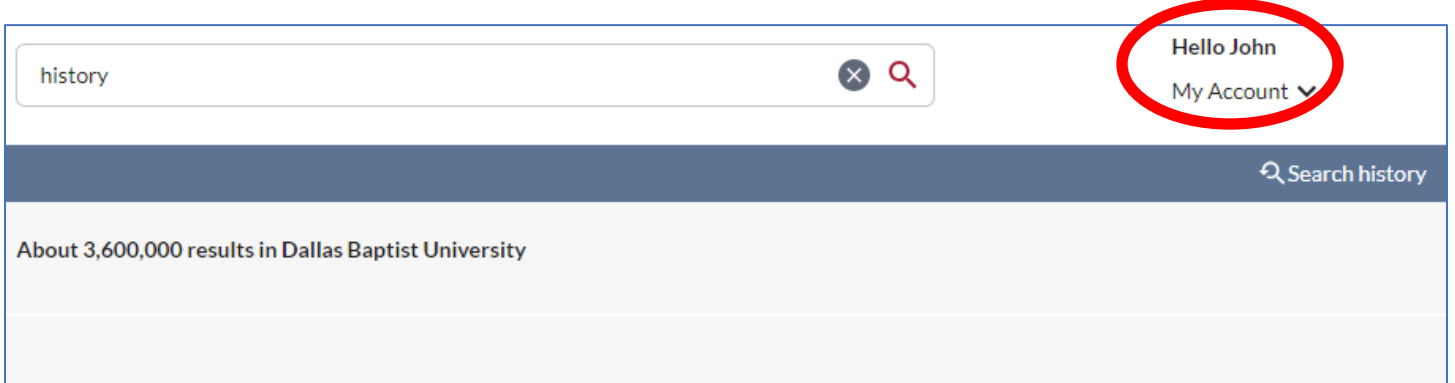
The screenshot shows the DBU login interface. At the top left is the DBU logo (Dallas Baptist University). Below it, the text "Enter password" is displayed. A text input field containing the word "Password" is highlighted with a red circle. Below the input field is a link that says "Forgot my password". At the bottom right, there is a blue button labeled "Sign in".

STEP 5. Click **Yes** to proceed.



The screenshot shows the DBU login interface. At the top left is the DBU logo (Dallas Baptist University). Below it, the text "Stay signed in?" is displayed. Underneath, there is a message: "Do this to reduce the number of times you are asked to sign in." Below this message is a checkbox followed by the text "Don't show this again". At the bottom, there are two buttons: a grey button labeled "No" and a blue button labeled "Yes".

STEP 6. Congratulations! Click **My Account** (located top right under your name) to access your account and renew items, place holds, and view your history!



Once you have accessed your account, you can:

- Verify your personal information.
- See the due dates for items you have checked out.
- Renew your checked out items.
- Place a Hold request on an unavailable item.
- See any fines you may owe.