INSTRUCTIONS FOR HOW TO REGISTER FOR A TEMPORARY LIBRARY CARD

This is only for people who live in the Charleston Carnegie Public Library service area that do not already have a library card.

This card will only give you access to our digital resources, and since it is a temporary card it will expire in 2 months.

After you submit your request, please wait for the confirmation screen.

**PLEASE MAKE SURE YOU WRITE DOWN THE TEMPORARY CARD NUMBER.**

If you do not keep the temporary card number, you will not be able to access the digital services.

**Step 1**-
Click on [this link](#) to access the account log-on page for our database.

**Step 2**-
Click on "register now." A pop-up message that reads "you must be 13 or older" may appear, if so click "OK."

![Register Now](image)

**Step 3**-
Select Charleston Carnegie Public Library as the home library. Type 61920 for the zip code. Click Continue.

![Home Library Selection](image)
Step 4-
Select Charleston, IL then click Continue.

Step 5-
The top of the page will read "you can pick up your card at the branch specified." **We will not be making a physical card for you to pick up so you will not need to come to the library when it reopens to register for a full card—this card only gives access to the digital resources.**

**Filling out the Registration Form**-
The required fields are marked with a red asterisk (*) in the Contact Information, Preferences, and Log-on Information sections.

- For Preferences, select "Phone 1" and choose your carrier for texting.
- Parent/Guardian is not required, so you can either leave it empty or you can type "none."
- The Username must start with a letter.
- The Password should be a 4-digit number. This PIN will be your password for some of the resources, so make sure it's something you'll remember. Type in this same number in the "Verification" field.
- When all information is filled out, submit the form.
Step 6-
Once you have submitted your registration form, you will get a confirmation page. You will NOT get an email confirming that the form was submitted. If your page shows the image below, that means you successfully submitted the form.

![Registration Confirmation Image]

**PLEASE MAKE SURE YOU WRITE DOWN THE TEMPORARY CARD NUMBER.** This is the barcode you will use to access digital resources.

If you have any issues completing the form, please contact us by email at information@charlestonlibrary.org