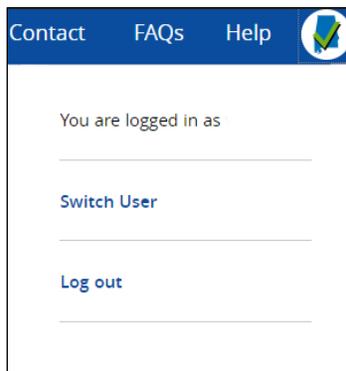


HOW TO ISSUE AVL ACCOUNTS AT PUBLIC SCHOOLS

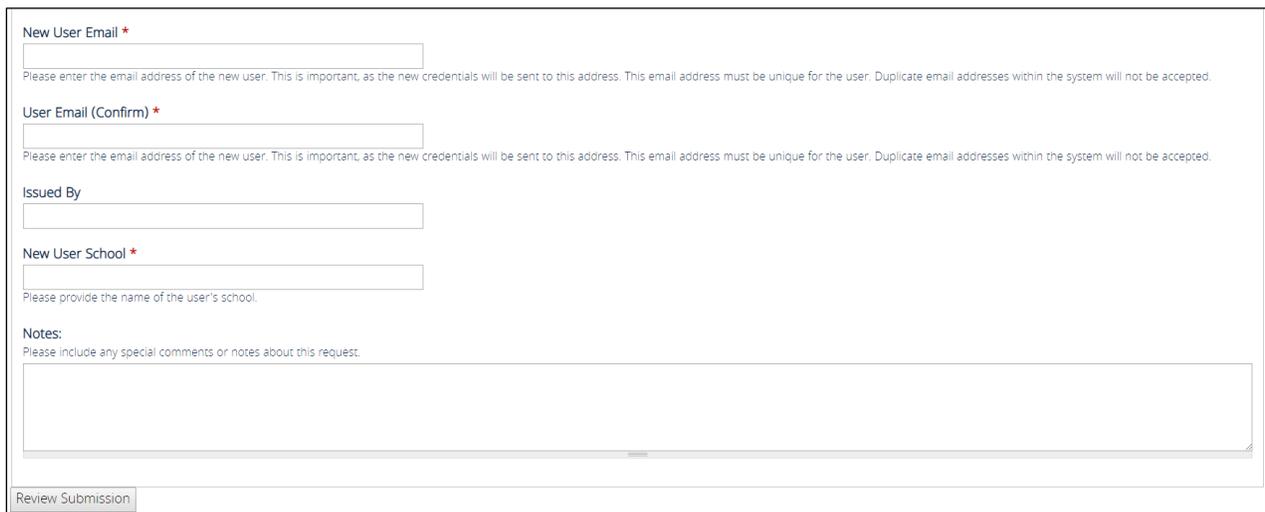
1. Go to <https://www.avl.lib.al.us> and click on the **Login Authenticated** icon  in the top right corner of the webpage.

2. If you are automatically logged in via Geo or Campus IP, please click on **Switch User** and then log in with your public school's AVL administrator credentials.

A screenshot of a web interface showing a dropdown menu. The menu is titled "You are logged in as" and contains two options: "Switch User" and "Log out". The menu is open, and the options are visible. The background of the page shows a navigation bar with "Contact", "FAQs", and "Help" links, and a "Login Authenticated" icon.

The **Switch User** dropdown window

3. On the *Create AVL Account* form, **enter the student's e-mail address** and confirm it. **Note:** An e-mail address is **required** to create an AVL account. Next, **select the student's school** from the *School* dropdown.

A screenshot of a web form titled "Create AVL Account". The form contains several input fields: "New User Email *" (with a sub-note: "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) *" (with the same sub-note), "Issued By", "New User School *" (with a sub-note: "Please provide the name of the user's school."), and "Notes:" (with a sub-note: "Please include any special comments or notes about this request."). At the bottom of the form is a "Review Submission" button.

The **Create AVL Account** window

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

HOW TO ISSUE AVL ACCOUNTS AT PUBLIC SCHOOLS

AVL Account Request - K-12

✔ 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.

Account Request Form

New User Email
test@test.com

User Email (Confirm)
test@test.com

Issued By

New User School
Test School

School dropdown

Notes:

< Previous Submit Account Request

The Account Review screen

5. 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.
6. Once the request has been submitted, you will be taken to a *Registration Complete* screen and you will see temporary login credentials. You can print this screen if the student requests a copy of their temporary login credentials.

The student **will not** be able to use their AVL account credentials until their account has been activated by an AVL administrator. However, **they can log in with the temporary login credentials**. The student's account will be activated before their temporary credentials expire.

Once the student's AVL account has been activated, they will need to use their permanent account to log into AVL.

AVL Account Request - K-12

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

7. Once the student's account has been activated, **they will receive an e-mail with instructions** on how to set their password. Once the student has set their password, they can log into their account.
8. Students that are issued an AVL account on the new website will need to use their e-mail address and password for their login credentials. **Students will need to remember the e-mail address that was used to create their account**, if they ever need to use the *Request New Password* feature on the AVL website.

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