



## Creating A Library Catalog Account

1. Go to the library catalog located at <https://vufind.carli.illinois.edu/vf-mck/MyResearch/Home>
2. Locate the “Create New Account” link near the bottom of the page.
3. Click on the “Create New Account” link.
4. Enter requested information. This is your personal information. The password is something that you create and to which the library does not have access. The information you will be requested to enter is outlined below.

### Basic Information

- First Name: (Your first name)
- Last Name: (Your last name)
- Email Address: (Your email address)
- Desired Username: (This is something you create and to which the library does not have access.)
- Password: (This is something you create and to which the library does not have access.)
- Password Again: (Reenter the password you just created for confirmation.)

### Library Catalog Profile

In order to request items through I-Share you must profile your VuFind (library catalog) user account with your library account information.

**NOTE:** the Borrower ID (Barcode Number) is a 14-digit number that is comprised of the library’s 7-digit Institutional ID number and your 7-digit McKendree ID number. *For example, a person with a McKendree ID number of 1234567 would enter the following number:*

24011001324567

Library I-Share Institutional ID → 2401100 1234567 ← McKendree ID Number Example

- Borrower ID (Barcode Number): (14-digit number described above.)
- Last Name on Library Account: (Your last name)
- I-Share Library with Which You Are Affiliated: (Select “McKendree University” from the drop-down menu.)

5. Locate the “Submit” button.
6. Click the “Submit” button.

Congratulations! Your library account has now been created.

You may return to the library catalog by completing the following steps:

1. Return to the library catalog by going to [www.mckendree.edu/library](http://www.mckendree.edu/library)
2. Locate the FIND tab.
3. Click on the FIND tab to view the menu choices.
4. Locate the “Books, Movies & Music” link.
5. Click on the “Books, Movies & Music” link.