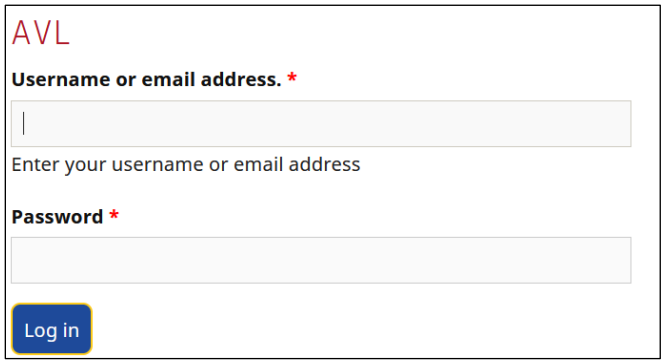
HOW TO ISSUE AVL ACCOUNTS AT PUBLIC SCHOOLS

1. Go to https://www.avl.lib.al.us.

2. Click on *Login* in the top right corner of the webpage. Please note that if you were automatically authenticated, you will need to click on *Logout*.

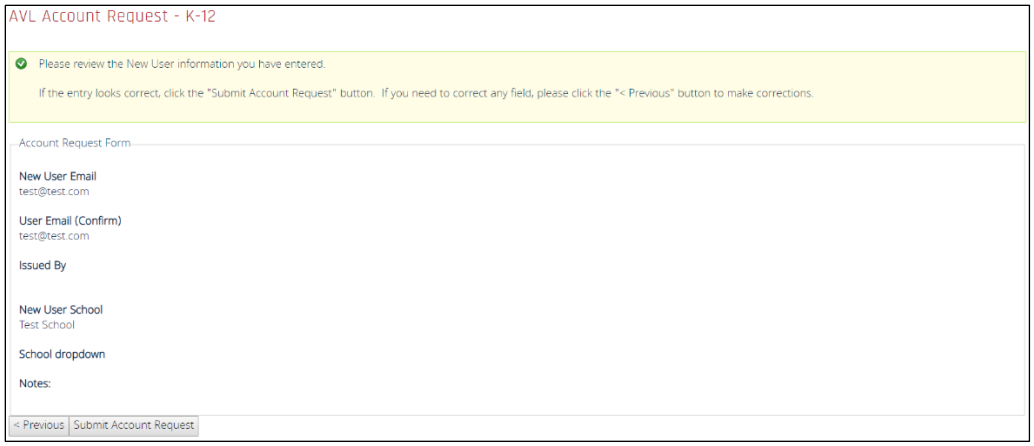
3. Log in with your AVL credentials.



4. On the *Create AVL Account* form, enter the student's e-mail address into the New User E-mail and the User E-mail (Confirm) boxes. Please note: A valid e-mail address is required to create an AVL account. Next, select the student's school from the *School* dropdown.

The Create AVL Account window

5. Scroll to the bottom of the page to review the information that was entered. If the information is correct, click on the *Review Submission* button. This will take you to the *Account Request Review* screen.



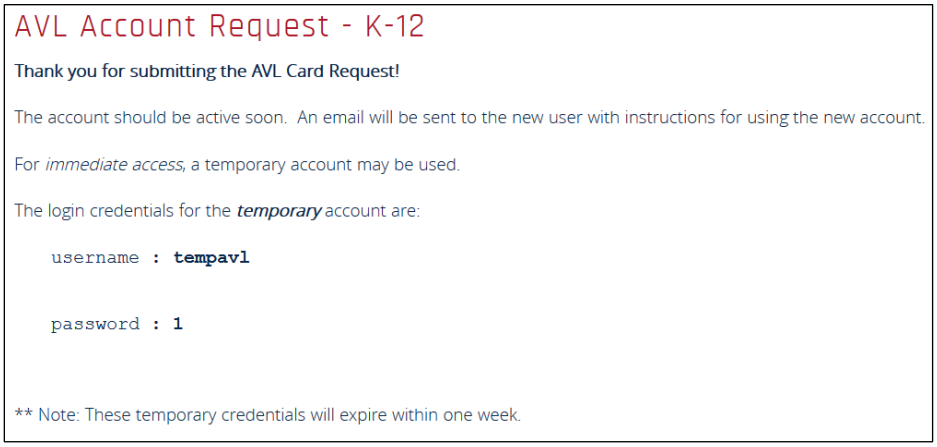
The Account Review screen

6. Review the information that was 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.

7. Once the request has been submitted, you will be taken to a *Registration Complete* screen, and where you will see the AVL temporary login credentials.

Students will not be able to use their AVL account until they have activated their account. Students will receive an e-mail with instructions on how to set their password. If students need immediate access to AVL resources, they can log in with the temporary login credentials.

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



The Registration Complete screen

Students will need to remember the e-mail address that was used to create their AVL account. If students forgot their password, they will need to reset it via the *Request New Password* page on the AVL website. https://www.avl.lib.al.us/user/login

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.