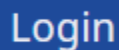
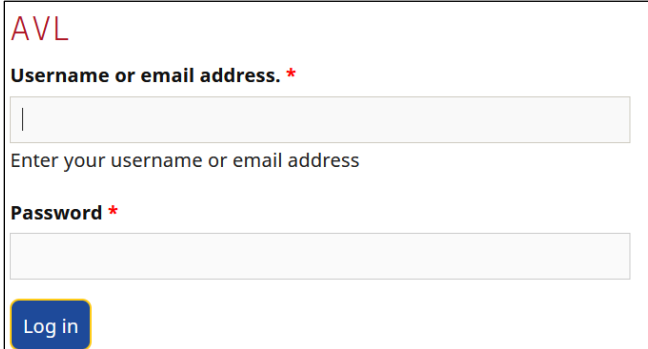


HOW TO ISSUE AVL ACCOUNTS AT PUBLIC SCHOOLS

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*.

A blue rectangular button with the word "Login" in white text.

3. Log in with your AVL credentials.

A login form titled "AVL" in red. It contains two input fields: "Username or email address. *" and "Password *". Below the password field is a blue "Log in" button.

AVL


Username or email address. *

Enter your username or email address

Password *

Log in

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.

A form titled "Create AVL Account" with several input fields and a "Review Submission" button at the bottom.

New User Email *

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) *

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.

Issued By

New User School *

Please provide the name of the user's school.

Notes:

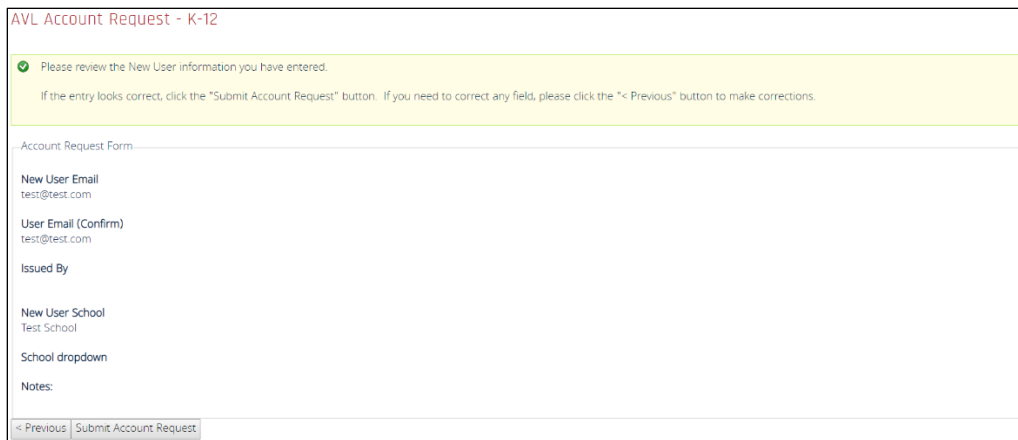
Please include any special comments or notes about this request.

Review Submission

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.

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

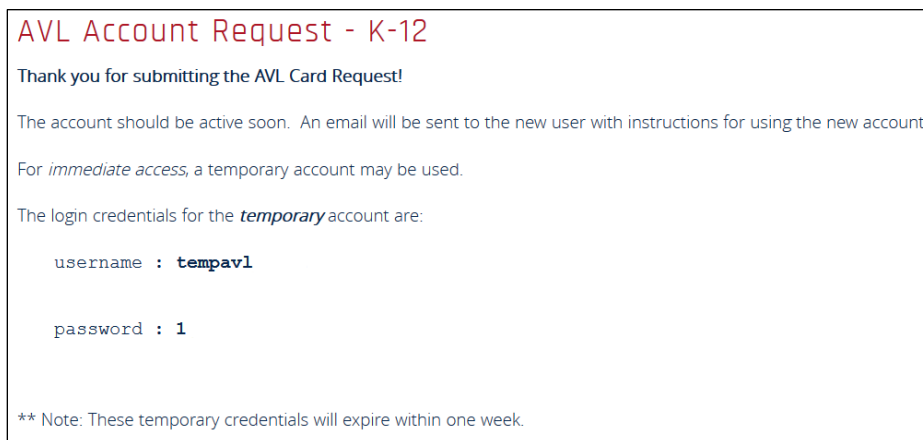
The Account Review screen

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.



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

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>.