



MRLn: How to Set Up A User Account

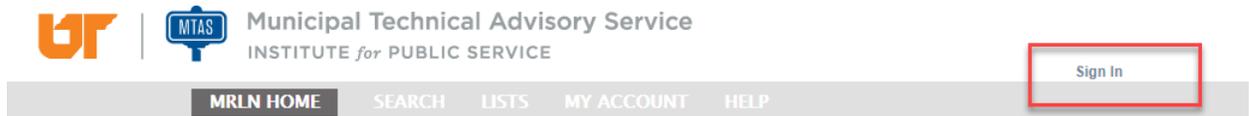
Some of MRLn's more advanced features will require you to create your own account. These features include sending a request to the library for an item you'd like to check out, saving searches, and more.

In the process of setting up your account, you will create a username and a password.

Here are a couple of things to remember about these:

- Library staff will not know your **password** or have access to it at all. We can help with resetting your password, but you will have to create your own password after a reset. This is a security feature which will better protect you while using MRLn.
- Your **User ID** is simply your email address. You must use your email address as that ties into your account which allows use to check materials out to you.

1) To register, start by CLICKING on the "Sign In" button at the top right of the screen.



2) In the "Sign In" box that pops up, click on Register Now and you will fill out the registration form.

Sign In
Register Now

If you are not already registered for an account in MRLn, you can set up your own account by clicking on "Register Now" above. Please use your email address as your "User ID" in the registration form. Then when you login for the first time, enter your email address for both User ID and password. You will be prompted to change your password. If you have any questions, please email the library staff at [MTAS Library](#).

User ID: * User Name is required.

Password: * Password is required.

Remember my password

SIGN IN

[Reset Password](#)
[Forgot User ID](#)





- 3) Fill out the Self Registration form:
 - a. Again, please use your email address as your User ID.
 - b. You do not have to complete all fields - only the fields with *

Self Registration

Fill-in required fields and click on the Register button.

* User ID:	<input type="text" value="Test@test.com"/>
* First name:	<input type="text" value="MRLn"/>
Middle initial:	<input type="text"/>
* Last name:	<input type="text" value="Training"/>
Gender:	<input type="text"/>
Department:	<input type="text"/>
Date of birth:	<input type="text"/>
* Email:	<input type="text" value="mtaslibrary@tennessee.edu"/>
Format:	<input type="text" value="USA"/>
Address 1:	<input type="text" value="1610 University Ave."/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
Address 4:	<input type="text" value="United States"/>
City:	<input type="text" value="Knoxville"/>
State:	<input type="text" value="TN"/>
Zip code:	<input type="text" value="37921-6741"/>
Phone number:	<input type="text" value="8659740411"/>

* Indicates a required field

- 4) Once you have completed the form, click REGISTER at the bottom left corner, and you will see a message popup on the screen that you have been registered.





- 5) Next you will see the Sign In box again. Enter your email address in BOTH the User ID field and the Password field.

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User ID:	<input type="text"/> * User Name is required.
Password:	<input type="password"/> * Password is required.
	<input type="checkbox"/> Remember my password
	SIGN IN
Reset Password	Forgot User ID

Click on "Sign In" and you then be prompted to change your password:

Change Password ✕

Enter your old password, enter and confirm your new password, then click on Save.

Old password: 5

New password: 5

Confirm password: 5

Save **Cancel**

enter your email address -- which is your temporary password

- 6) Click Save and you should see a screen that says your password has been saved.

Change Password ✕

Change password complete

Thank you. Your password has been updated.

Continue

Click "Continue" and you will be logged into MRLn.





You can check to make sure that you are logged in by looking at the top right corner of the screen and it should show "Sign Out." This means that you are signed in. Click here when you would like to sign out of MRLn.

Please save your password as we will not have access to it. If you forget your password, you can reset it from the Sign In box.

On the Sign In box, click on the "Reset Password" link and go from there.

Sign In	Register Now
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User ID:	<input type="text"/> * User Name is required.
Password:	<input type="password"/> * Password is required.
	<input type="checkbox"/> Remember my password
	<input type="button" value="SIGN IN"/>
Reset Password	Forgot User ID

For questions, please contact the library staff:

Frances Adams-O'Brien at 865-974-9842 or Dawn McMillen at 865-974-8970

