

PRAIRIECAT

Training | Vega Discover

Guided Activity: Logging In and Viewing Your Account

Questions in the activity are for library staff use only. You do not have to submit answers to PrairieCat. Try out the new catalog here: <https://prcat.na2.iivega.com/> This site is for library use only, do not share this with the public. This is a "live" site so pulling data from Sierra.

Log in to Vega Discover

1. Open Vega Discover <https://prcat.na2.iivega.com/>
2. Select the **Log in** button in the upper-right corner.
3. Select the **Sign in** button.
4. Enter your barcode and password.
5. Select **Submit**.
6. Your name should now appear in the upper-right corner.
7. Alternatively, you can sign in by selecting **My Bookshelf** at the bottom of the page.

Access My Account & My Bookshelf

Use the My Account Window to answer the following questions. Select your name in the upper-right corner to view the My Account Window.

1. When does your library card expire?
2. How many items do you have checked out?
3. How many holds do you have?
4. Do you have any fines or fees? If so, how much do you owe?
5. Now, open the My Bookshelf view by selecting on **My Bookshelf** at the bottom of the page, and find the answers to the above questions.

Access My Bookshelf > Profile

Use the **My Bookshelf > Profile** view to check your account and contact information. Does everything look correct?

Access My Bookshelf > Checkouts

Use the **My Bookshelf > Checkouts** view to answer the following questions:

1. Look at one item from the list of checkouts. When is that item due back?
2. Try to renew the item. Select the **Renew** button.
3. Are you able to renew the item? If so, what is the new due date? If not, what is the reason the item is not able to be renewed?

Access My Bookshelf > Holds

Go to the My Bookshelf > Holds view to answer the following questions:

1. Look at one hold from your list of requests. What is the current status of the hold?
2. What is the pickup location for that hold? Edit the pickup location for that hold.
3. If you can, freeze the hold. Select the small arrow next to **Cancel Hold** and select **Freeze**.

Log out of Vega Discover

1. Select your name in the upper-right corner of the page. Select **Sign Out**.