

HOME PAGE

ENLARGE TEXT option

LEFT SIDE DASHBOARD

CAROUSELS

www.tracpac.ab.ca



Northern Lights Library System

5615 48 St
Elk Point, Alberta T0A 1A0
780-724-2596
www.nlls.ab.ca

MY ACCOUNT



TRAC is a partnership of Northern Lights, Marigold, Peace and Yellowhead Library Systems and their member libraries.

Search from a computer, tablet, smart phone or from a computer in the library which may have additional features.

Start www.tracpac.ab.ca/

FOR AN EXISTING ACCOUNT

1. Top right corner, click **LOG IN** or My Account **LOG IN** from dropdown menu
2. NOTE: This is **optional** - Select **CREATE USERNAME**, fill in Barcode and Password (last 4 digits of phone number or contact library for further assistance). Select **NEXT STEP**.
3. NOTE: This is **optional** - Select **CHANGE USERNAME** - ensure that a checkmark is visible - complete the New Username: box and the Verify Username: box
4. Select **SAVE**.

MOBILE FRIENDLY

TRACpac.ab.ca is mobile friendly. Create an icon shortcut to the mobile easily by visiting www.tracpac.ab.ca

- **ANDROID** - Tap the **MENU** icon; select **ADD to HOME SCREEN**
- **iOS** - Tap the **SHARE** icon; choose **ADD to HOME SCREEN**

VIRTUAL BARCODE

Store your library barcode to avoid taking out your library card each visit (regulation is determined by your library).

- Try a **CARD STORING APP** like Stocard or King Ring
- Take a picture of barcode; ensure that the picture is big, bright and in focus. Save in **PHOTO GALLERY**

Save your card number and PIN on device for easy retrieval when opening TRACpac.

OTHER HELPFUL TIP

Search Google for instructions on how to save passwords to your device.

Manage Account

UPDATING INFORMATION

My Account ▾
My Record
Items Out
Requests
Fines & Fees
Saved Searches
Log In / Register

1. Once logged In. Click **MY ACCOUNT** and select **MY RECORDS**, a summary of your account information.
2. Select **CONTACT INFORMATION AND PREFERENCES** to expand the available form, to either verify or update information - the ability to change this information is determined by the library.
3. Email notices format is also a choice.
4. Check with library for method of delivering **LIBRARY NOTICES**.
 - **Basic Plain** - works with most emails, no color or special text features
 - **Full, HTML** - can include color and special text features
5. Select **SUBMIT CHANGE REQUEST**; it is important to note that activity on your account may be halted until the library processes the new information.

FINES AND FEES

Click **MY ACCOUNT** and select **FINES and FEES**. Here you can view details of any charges. Check with your library to learn the method of payment.

Items

READING HISTORY

TRACpac can maintain your reading history but it must be selected.

Select **My Account**, then **My Record** and **Contact Information and Preferences**. Once you are in the Contact Information and Preferences, scroll to the bottom of the form and click/select **MAINTAIN READING HISTORY**.

RENEWAL

You are able to view a list of materials currently check out on your library card and you may also renew items easily online.

Reasons items may not be renewed:

- **maximum number of renewals reached**
- **a problem with your account**
- **the item is requested by another patron**

1. Click My Account and select **ITEMS OUT**.
2. The **ITEMS OUT** page is displayed
3. This list may be sorted; select the from the available columns to sort the list of Items Out.
4.  An information icon is available to view details about the item.
5. Multiple items can be renewed, check each item that you wish to be renewed and select **RENEW SELECTED ITEMS**.
6. To renew all items in your list, select **RENEW ALL ITEMS**.
7. A message will inform you which items have been renewed. If Renewed all items was selected, the message will include whether any renewals have been unsuccessfully renewed / blocked.

Request

REQUEST MATERIAL

You are able to place request / holds on items found on TRACpac for a title to be held for you to pick up at your selected library location . The number of items allowed to be requested is determined by your home library.

INTERLIBRARY LOANS

If a title is not available in the system, it may be obtained from another source. Your request provides the library with the necessary information to borrow the title from another source. Interlibrary loans may take some time to obtain.

HOME PAGE

The home page also provides you with carousels loaded with **TOP 10 BEST SELLERS** in both fiction and non-fiction along with a selection of **TV and Movies**.

NEW TITLES

You may browse a list of new titles available in TRACpac. Located in the left side dashboard, you will find **NEW BOOKS, NEW VIDEOS, NEW SOUND RECORDINGS** and **NEW LARGE PRINT**.

ACCESSIBILITY

www.tracpac.ab.ca/ provides you with the option to enlarge text. To change text size, click **LARGE TEXT** located at the top left hand side of the page.

eResources

An eResource selection is available, located in the left side dashboard. For a full list of eResources available with your library card visit www.nlls.ab.ca/eResources