



MY ACCOUNT: Accessing your patron information using Voyager

Guide

library.reference@uwec.edu ■ (715) 836-3858 ■ www.uwec.edu/library

McINTYRE LIBRARY

UW-Eau Claire students, faculty and staff are able to:

- **View a listing of all the materials you have checked out**
- **Renew materials** (if renewals are permitted for a particular type of item)
- **Check on the status of any fines/fees you owe**
- **Place holds and recalls on McIntyre Library materials**
- **Place requests to borrow materials from other UW System libraries**



Accessing “MY ACCOUNT”

1. Connect to the McIntyre Library Homepage (<http://www.uwec.edu/Library/>)
2. Click Books, Articles and More
3. Click Books & other materials in the library catalog
4. Click on the “MY ACCOUNT” button
5. Enter your Private I.D. and last name, click LOGIN
 - If you do not know your Private I.D., click on the BLUGOLD link and enter your user name and password. Your 8-digit Private I.D. will be displayed. Copy your number and then click on the back button to return to the “My Account” screen.
6. The list of your current checkouts, Universal Borrowing requests, fines/fees, pending item requests will appear

To RENEW items

1. Place a check in the box in front of the title you wish to renew. You may mark several items.
2. Click the **RENEW ITEMS** button.
3. Be sure to check the renew status information before you logoff. If an item is unable to be renewed, the statement NOT RENEWED will appear in the renewal status box following the title and the original due date remains in effect.

To Place HOLDS

Holds may only be placed on checked out items owned by McIntyre Library. (It is recommended that you place a hold on a checked out item when an item is due within two to three weeks)

1. Using any of the standard search options, search the Library Catalog for the item you wish to place a hold on
2. Display the record for that item
3. Click on the REQUEST ITEM button at the top of the screen.
4. Choose the HOLD type of request
5. Click OK
6. Complete the rest of the information as requested on the screen
7. Leave PICK UP AT set to CIRC Desk.
8. Submit your request
9. You may verify the placement of your request by clicking on the **MY ACCOUNT** button
10. An email message will be sent to you via your UWEC email account when the item is available for you to check out

To Place RECALLS

Recalls may only be placed on checked out items owned by McIntyre Library. (Recalls on checked out items should be used **ONLY** when an item has an end of semester due date).

1. Using any of the standard search options, search the Library Catalog for the item you wish to place a recall on
2. Display the record for that item
3. Click on the REQUEST ITEM button at the top of the screen.
4. Choose the RECALL type of request
5. Click OK
6. Complete the rest of the information as requested on the screen
7. Leave PICK UP AT set to CIRC Desk.
8. Submit your request
9. You may verify the placement of your request by clicking on the **MY ACCOUNT** button
10. An email message will be sent to you via your UWEC email account when the item is available for you to check out

Always log off your account when you finish.

This will insure that only you have access to your personal data.

Questions about renewals, holds and recalls should be directed to Circulation Staff at the Main Circulation Desk (836-3856).