

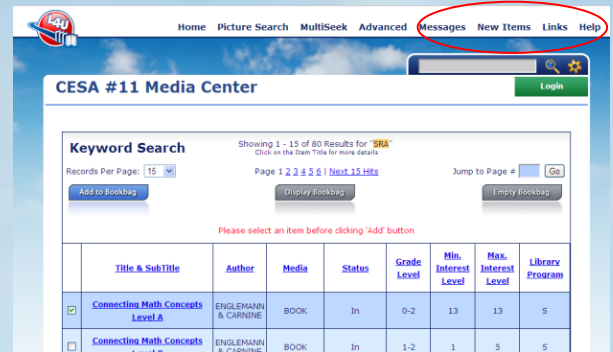
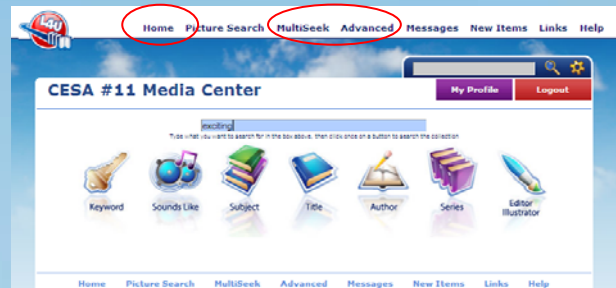
LOG-IN

- 1) Go to <http://library.cesa11.k12.wi.us>
(or go to the library webpage at CESA 11
www.cesa11.k12.wi.us/libr to find this link)
- 2) **Log-in with your Last Name & PIN**
(Contact your media center to request your Library Card that includes a Username & Password/PIN if you have not already received one)



EASY SEARCHING

- 1) Go to <http://library.cesa11.k12.wi.us>
You are now at the "HOME" page of the CESA #11 Media Center On-line Catalog
- 2) Add your search word
- 3) Click your search button
(keyword, sounds like, subject, title, author, etc.)
- 4) Click on other power searches on top menu bar
(MultiSeek or Advanced - Picture Search is not currently used)
- 5) View items found
The results list includes:
Title
Media Type
Status
Grade Level
Interest Level
Library Collection
- 6) Select other options on the top menu bar for:
Messages, New Items, Links to other resources and Help



Library Collections in the Media Center Available for District Access

- CTE** Career and Technical Education
- ELL** English Language Learners
- H** Health, Safe and Respectful Schools
- PA** Professional Admin
- SMT** SciMaTech / Science, Math and Technology
- SEIMC** Special Educ Instructional Media Center
- TI** Title I Reading Network
- WPDS** Wisconsin Personnel Dev System

NOTE: Our CESA #11 Media Center iPac On-line Web Interface works best in Firefox or Internet Explorer web browsers.

BOOKING / RESERVING

- 1) Log-in
- 2) Do a search
- 3) Click on items desired
- 4) Click on "Update Bookbag"
(it's like adding items to a shopping cart)
- 5) Click on "Display Bookbag"

- 6) Click "Place a Booking on Current Bookbag" items

- 7) Click the Calendar to "Add a date"
- 8) Click "Check Availability" for item status

- 9) Click "Confirm" when ready to send your Booking
(Note: there is no "undo" for this action)

- 10) Check status of your Bookings at any time by clicking "My Profile" and the "Bookings" tab

