

HOW TO RENEW ITEMS

STUDENTS

- 1. To access the Library Catalogue; from the North Metro TAFE website, roll over **Info for, Current Students, and then click on Library.**
- 2. Scroll down to the heading *Search the Library Catalogue*.

Click on Sign in here to Renew or Request items.

NOTE: On campus you will login automatically.

Off campus, you will need to sign in with your Student ID and password.

3. Under the *Loans* header, click on **RENEW ALL** to renew all items on your account.

NOTE: To renew an item individually, from the navigation menu, next to *Overview*, click on Loans and then Renew.

4. If the renewal request was successful, a confirmation message will appear.

Please take note of the new due date.

NOTE: If the item has a hold request or is overdue, you will not be able to renew your items.

If you're having any problems, phone your closest NMT Library or email us <u>library@nmtafe.wa.edu.au</u>

Search the Library Catalo
Sign in here to Renew or Request items √ ^{In})
TAFEWA

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Password	
Keep me signed in	

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