

## 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 Cata	lc
Sign in here to Renew or Request item	s
TAFEWA Sign in with your organizational account	1

Username		
Password		
Keep me signed in		

Loans	
<sup>1</sup> Best answers to t DeLuca, Matthew J.	he 201 most frequent
Due: 04/06/19, 19:0 Return to: Perth Ca	0 mpus Library General Col
2 Study smart - a g	uide to successful stu
Aston, Manuel,	
Return to: Perth Ca	npus Library General Col

Loans Active loans 🔻	
2 loans	
All loans have been successfully renewed.	× DISMISS
1 Study smart : a guide to successful Aston, Manuel,	Due: 25/06/19, Returner:Perth