

# WELCOME TO YOUR NEW LIBRARY ACCOUNT!

We've upgraded our library system, and you'll need to set up your account the first time you log in. Good news: it only takes a few minutes!

## WHAT YOU'LL NEED:

Your library card number, Your PIN, An email address



# 01

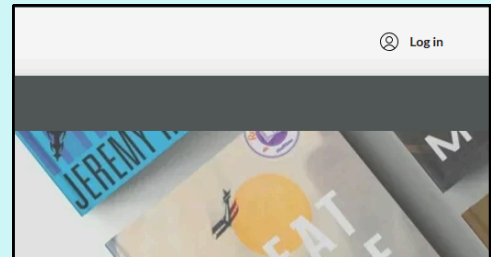
### STEP 1: GO TO OUR CATALOG

Visit: <http://leon-valley.simplicitylibrary.com/>  
or scan the QR code at the top of this page.

Click "Log In" in the top right corner.

Choose "Create Account"

Select "Yes, I have a library card."



# 02

### STEP 2: LOOK UP YOUR ACCOUNT

Enter your library card number (on the back of your card).

Enter your PIN.

Click "Look Up Account."

***\*Don't know your PIN? Try your phone number. If that doesn't work call library staff at (210)684-0720 to reset it.\****

A screenshot of the "Lookup Account" form. It has a title "Lookup Account" and a sub-header "Enter your library card number and PIN to find your account and complete the online registration." There are two input fields: "Library Card Number\*" and "PIN\*". Below the fields is a "Look Up Account" button and a link "Don't have a library card? Sign up here".

# 03

### STEP 3: ADD YOUR EMAIL

Enter your email address.

This will become your username.

Click "Submit."

A screenshot of the "Create Account" form. It has a title "Create Account" and a sub-header "Please provide your email address. This will be used as your username." There is one input field labeled "Email\*" with a close button (X) on the right. Below the field is a "Next" button.

# 04

### STEP 4: CHECK YOUR EMAIL

Look for an email from do-not-reply@simplicitylibrary.com

Find the 6-digit verification code.

Enter it on the screen to verify your account.

***\*Check your spam folder if you don't see it.\****

# 05

### STEP 5: FINISH SETTING UP

Create a password.

Choose your pickup location.

Accept the library policy.

You're all set!

A screenshot of the "Create a Password" form. It has a title "Create a Password" and a sub-header "Provide a password to complete the setup of your library account. If any account details are incorrect, please contact your local library directly. Password must be at least 8 characters long and contain:". Below this are three bullet points: "an uppercase letter", "a lowercase letter", and "a number". There is also a note "a symbol". There are two input fields: "Create Password\*" and "Confirm Password\*", each with a password strength indicator icon on the right.