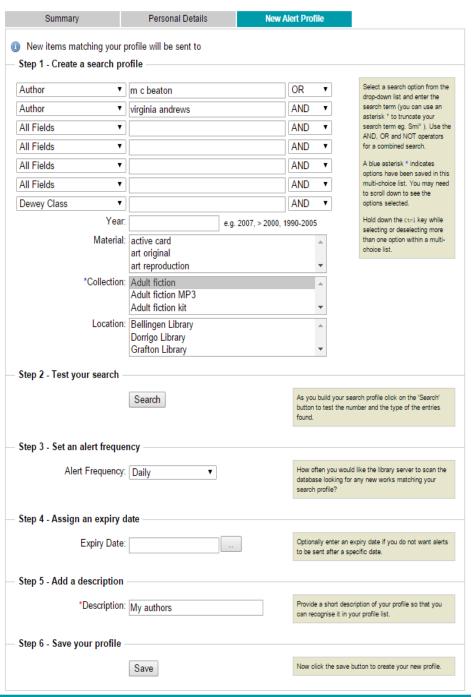
HOW TO CREATE AN ALERT PROFILE

- ➤ Go to the Clarence Regional Library Home Page www.crl.nsw.gov.au
- Enter your library card number & PIN into Account Login. My Account will open.
- ➤ You will need to have registered a current email address with your library. You can do this online in the **Personal Details** tab of your account, or at your library.
- > Click on New Alert Profile tab, then follow the steps on the form (example below).

My Account



To return to your profile after testing your search, click the **breadcrumb link** at the top of the search results page

Where you are: Home» My Library ~ My Account ~ New Alert Profile

Your profile has been created!

- Alerts will be sent to the email address specified at the top of the screen. You can then **reserve** the item online, or at your library.
- ➤ To edit your profile, go to the **Summary** tab of your account, click the Alert Profiles link, then choose the profile to edit.