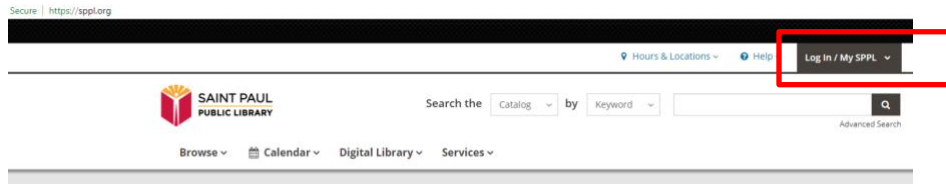# SPPL.org: New User Guide

Get Started

Create your username
- Click the **Log In/My SPPL** button in the upper right corner.
- Click Log In/Register.
- Enter your barcode and use your existing password (formerly called a PIN).
- You will be prompted to create a unique username that you can use to access your account in the future!

If you do not already have a password, please contact library staff for assistance.

If you have forgotten your password, you may be able to reset it online. Go to the classic catalog login page at https://alpha.stpaul.lib.mn.us/patroninfo and click the "Forget Your Password?" link. If we have your email address on file, a reset link will be sent to you.
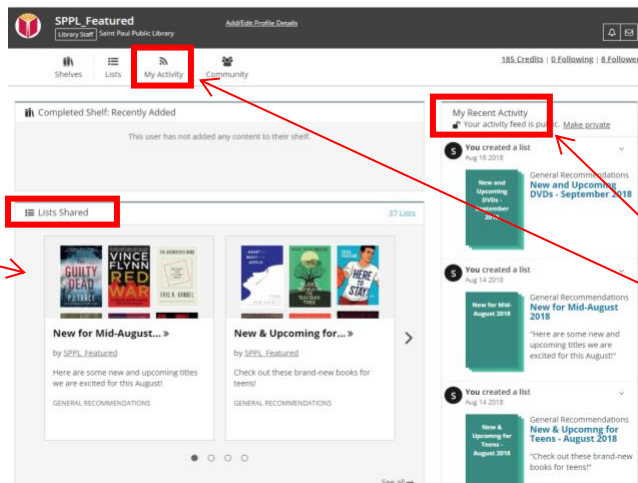
Passwords:
- Must be **6 or more** characters in length
- Can be made up of **numbers and/or letters**
- Should not use special characters like ampersands or quotation marks.

Get Organized

My Profile
See your latest activity, lists, and shelves -- all on one page.

When you create a list and publish it, it will be shown here.

See your most recent activities: book lists created or published, items added to a shelf, etc.

Shelves

Organize books, CDs, DVDs, and more using your account's Shelves.

To see your Shelves, click *My Profile --> Shelves*.
- **Completed**: keep a record of everything you've read, watched or listened to.
- **In Progress**: make not of what you are currently reading, watching or listening.
- **For Later**: keep track of the books, movies and music you'd like to borrow in the future.
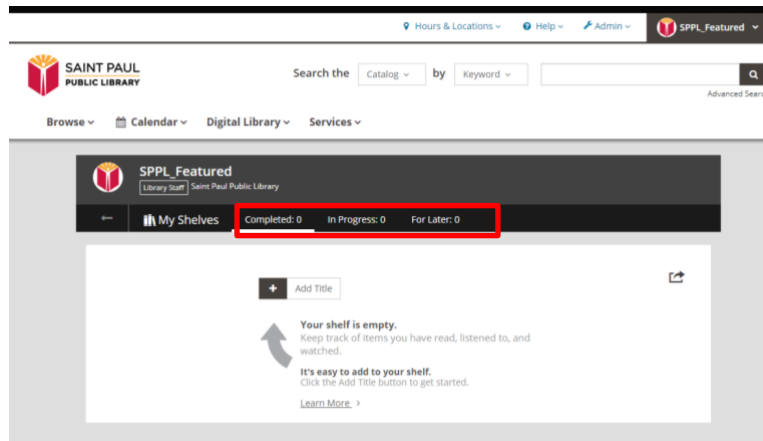
My Library Dashboard

See everything on your account on one page on your Library Dashboard. To access your dashboard, click on your username at the top right and select *My Library Dashboard.*
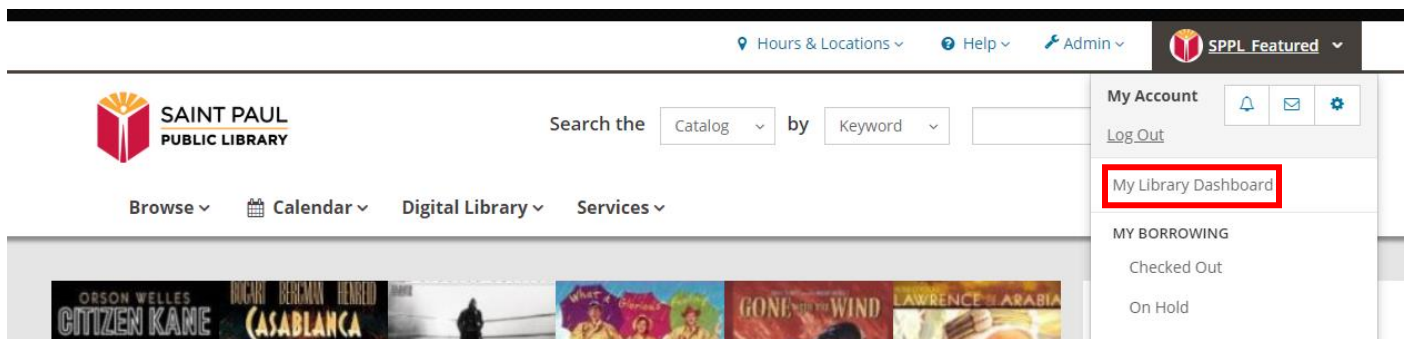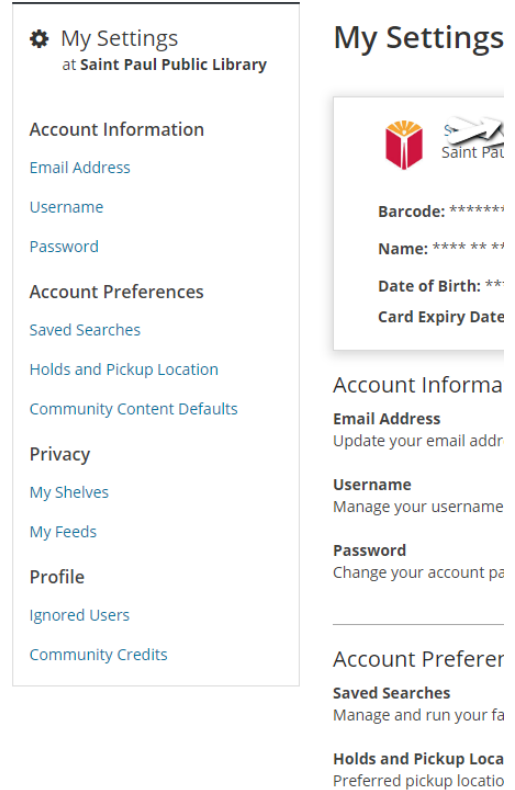

Account Settings

Set the library you want to pick up holds from by clicking on username at top right and choosing *My Settings.* You can update your account information, change your password, set preferred locations, and more.

Take Control of your Privacy

The library's new catalog has several tools available to let you share comments, lists, and more.

You decide how much or how little you want to share.

To set your privacy settings, click on your username at the top right, go to *My Settings*, → Privacy, → *My Shelves* and *My Feeds* and make the appropriate selection for your account.

Placing Holds

You can do it with just one click: When you select a pickup location for your holds, you can also enable *Single Click Hold*s.

If you do not want to enable single click holds, each time you place a hold you will see a box asking you to confirm the hold and your pick-up location.

Connect with SPPL and a community of readers:

You can rate books, DVDs, and CDs in the new catalog. You can share comments and lists, if you choose.

See what Saint Paul Public Library and other readers are reading and recommending.

Follow SPPL staff or other readers who have chosen to share their lists and recommendations. When you see a list you like, click the creator's name and then "Follow".
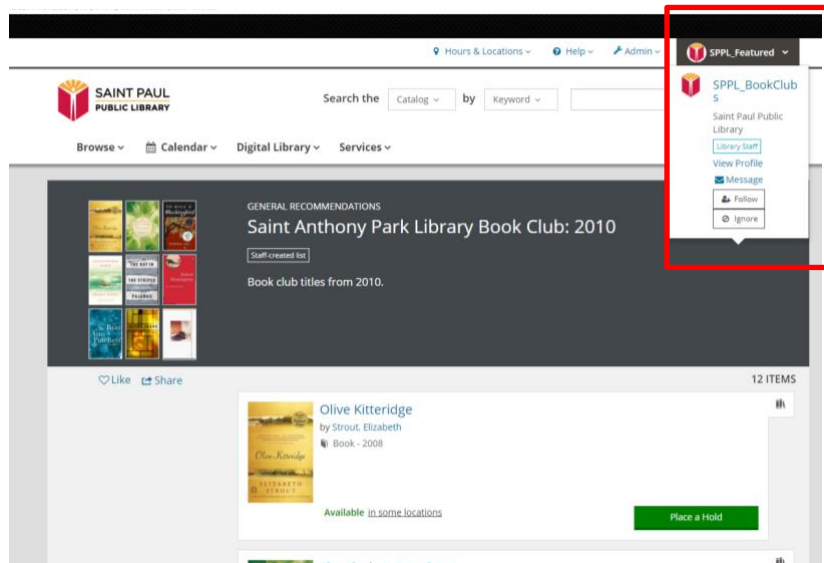
You can like and share lists, too: