

## Creating Bookbags in EVERGREEN

Note: In the 'MyAccount' section, Internet Explorer will sometimes pop up a security warning.

- In **Internet Explorer 8** it will ask "Do you want to view only the webpage content that was delivered securely" and you should click **No**.
- In **Internet Explorer 7** it will ask "Do you want to display the nonsecure items" and you should click **Yes**.

1. Go to the Evergreen OPAC
2. Click on "My Account" in lower right corner of screen.
3. Enter patron account number (barcode number on library card).
4. Enter patron password.
5. If password has not been changed from the assigned 4-digit one on Evergreen, the online card catalog (OPAC) will insist that it be changed to at least 7 digits or combination of numbers and letters before allowing you to proceed. If letters are used and patron also uses library's public computers, the letters must be in all CAPS in order for CASSIE time management software to work.
6. Once the password has been changed (if necessary), the account number is reentered and the new password is entered.
7. Now the patron's account is visible, click on "**My Bookbags**" on right side of "**Account Summary**" bar (line).
8. New screen now shows listings of "**My Bookbags**". If you have never created a "*Bookbag*" or you want to create a new "*Bookbag*", click in the box to name the new "*Bookbag*".
9. Once you have named the "*Bookbag*", you can start to create a list of items.
10. For example, you could have a "*Bookbag*" named 'Books Read' or 'Books Wanted'. If you create a 'Books Read' listing, you can start by viewing "Items Checked Out" on "**Account Summary**" bar (line) above "**My Bookbags**" listing.
11. When you click on "Items Checked Out", you will see a list of current items that have been checked out from the library using your patron account number. By clicking on the title of the item checked out, you will be transferred to the detailed view of the checked out item in the card catalog.
12. On the right side of the card catalog listing "**Record Summary**", you will see a tab listed as "More Actions" with an arrow for a drop down list of actions available.
13. When you click on the arrow for available actions, there will have a list of your bookbags from which you can choose.
14. Click on the title of the "*Bookbag*" that you want the title of the book (DVD, audio, etc.) listed.
15. Then this desired book title will be added to the "*Bookbag*" in your account summary. A pop message will say: "**Item successfully added to bookbag**".
16. Click OK.
17. Click "GO BACK" arrow in upper left corner to return to you account summary page.
18. You will have been returned to your personal account summary page.
19. Click on "**My Bookbags**"
20. Click on the title of the "*Bookbag*" that you want to view (Books Read).

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21. You will now have the title that you sent from the card catalog (OPAC) on you list titled Books Read.
22. If you are creating a “*Bookbag*” of materials not currently listed on your “**Account Summary**”, go to the space at the top of the Account Summary where the word ‘**GO!**’ is listed below.
23. You can then type in the title of the book (DVD, CD, etc.) that you want in the desired “*Bookbag*” and click ‘**GO!**’.
24. The webpage will then return you to the card catalog where you can choose from the listing of materials.
25. When you click on the title of the desired book (material), the detailed Record Summary of that title will be visible.
26. You will click on the “More Actions” drop down box to choose the name of your “*Bookbag*” that you want the tile listed in.
27. Click on the title of the “Bookbag” that you want the title of the book (DVD, audio, etc.) listed.
28. Then this desired book title will be added to the “Bookbag” in your account summary. A pop message will say: “**Item successfully added to bookbag**”.
29. Click OK.
30. Click “GO BACK” arrow in upper left corner to return to you account summary page.
31. You will have been returned to your personal account summary page.

CONGRATULATIONS!!! You have successfully created bookbags that are your personal lists which you can manage or delete as desired.