Alabama Virtual Library
Connecting you to a world of knowledge

How to Issue AVL Accounts at Public Libraries, Colleges, and Universities

1. Go to https://www.avl.lib.al.us and click on the ***Login Authenticated*** icon in the top right corner of the webpage.

2. If you are automatically logged in via Geo or Campus IP, please click on ***Switch User*** and then log in with your public library/college or university's AVL administrator credentials.

Contact	FAQs	Help	

You are logged in as

Switch User

Log out
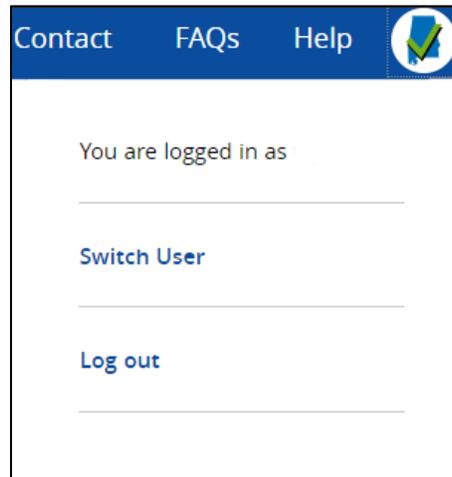
The *Switch User dropdown window*

3. On the *Create AVL Account* form, **enter the user's e-mail address** and confirm it.
Note: An e-mail address is **required** to create an AVL account. If you have any notes that you want to include in the form, you can enter them in the *Notes* field.

New User Email *

test@test.com

Please enter the email address of the new user. This is important, as the new credentials will be sent to this address. This email address must be unique for the user. Duplicate email addresses within the system will not be accepted.

User Email (Confirm) *

test@test.com

Please RE-enter the email address of the new user to ensure accuracy.

Notes:

Please include any special comments or notes about this request.

Issued By

Review Submission

The *Create AVL Account* window

4. Scroll to the bottom of the page and **click on the *Review Submission* button**. This will take you to the *Account Request Review* screen.

AVL Account Request - Public Library

✓ Please review the New User information you have entered.

If the entry looks correct, click the "Submit Account Request" button. If you need to correct any field, please click the "< Previous" button to make corrections.

AVL New User Account Request Form

New User Email
test2@test.com

User Email (Confirm)
test2@test.com

Notes:

Issued By

< Previous | Submit Account Request

The *Account Review* screen

5. Review the information that you entered and if it is correct **click on the *Submit Account Request* button**. If the information is not correct, click on the *Previous* button to go back to the *Create AVL Account* screen and make the necessary changes.

6. Once the request has been submitted, you will be taken to a *Registration Complete* screen and you will see temporary login credentials. You can print this screen if the user requests a copy of their temporary login credentials.

The user **will not** be able to use their AVL account credentials until their account has been activated by an AVL administrator. However, **they can log in with the temporary login credentials**. The user's account will be activated before their temporary credentials expire.

Once the user's AVL account has been activated, they will need to use their permanent account to log into AVL.

AVL Account Request - Public Library

Thank you for submitting the AVL Card Request!

The account should be active soon. An email will be sent to the new user with instructions for using the new account.

For *immediate access*, a temporary account may be used.

The login credentials for the *temporary* account are:

    username : **tempavl**

    password : **1**

** Note: These temporary credentials will expire within one week.

The *Registration Complete* screen

7. Once the user's account has been activated, **they will receive an e-mail with instructions** on how to set their password. Once the user has set their password, they can log into their account.

8. Users that are issued an AVL account on the new website will need to use their e-mail address and password for their login credentials**. Users will need to remember the e-mail address that was used to create their account**, if they ever need to use the *Request New Password* feature on the AVL website.

   If a user was issued an AVL account on the old website, and they have not used their account in a while, **they will need to request a new account**.

Need Assistance?
Contact the AVL Help Desk.

https://www.avl.lib.al.us/avl-info/contact-avl-helpdesk

avlhelpdesk@asc.edu

256-971-7487 (Direct) or 1-800-338-8320 (Toll Free)