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.

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.

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.

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.
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

avlhelppdesk@asc.edu

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