

# Creating an Account in the Library Online Catalog



To request journals or books from storage (the BARN), reserve a group study room, or renew books online, you need to create an account in the library online catalog.

## Instructions:

1. Open the [library online catalog](#).
2. In upper right corner of the library catalog, click the **Login** icon.



3. Click the **register as a new Information Portal user** link.

A screenshot of a web page titled "Login". It contains the text "Log in or [register as a new Information Portal user](#)". Below this are two input fields: "Username:" and "Password:". To the right of the Username field is a "Login" button. Below the Password field are two links: "[Forgot your password?](#)" and "[Register as a new user](#)".

4. Select **Horizon** and click **Next**.

A screenshot of a web page with the instruction "Click on Horizon below, then click next:". It features a dropdown menu with "HORIZON" selected. At the bottom, there are two buttons: "Cancel" and "Next >". A mouse cursor is pointing at the "Next >" button.

## For more help:

Phone 797-2678 ■ Email [library.help@usu.edu](mailto:library.help@usu.edu)

IM Yahoo: usulibrary ■ AIM: usulibraries ■ MSN: usulibrary@hotmail.com

5. Complete all the text fields.

**Answer the following questions**

All the fields are required

Please enter your user name:

Please enter your password:

Please enter a question we can ask you to reset your password:

Please enter your answer:

Enter your A number:

PIN# (enter MMDD of birthdate):  Enter only four digits for month and day of your birth date.

Cancel Previous Finish

6. Click **Finish**.

Cancel Previous **Finish**

**NOTE:** If you forget your login ID, you will need to set-up a new account, following this process.

---