

## Creating an Online Account

- Click on “R. H. Johnson Online Catalog”
- Click on “Create Account” in top right corner of the screen
- Follow the prompts
  - Enter your last name and your barcode (your recreation card number) and click “Next”
  - If a message “Please see your administrator for assistance” appears, contact a staff member for assistance.
  - Accurately enter your birthdate with the drop-down prompts of Month, Day, and Year then click “Next”
  - Enter a “user name” and “password” by following the prompts. Your email is NOT needed. Click “Save”
  - Write down your username and password for future use.
  - When finished your name will appear in the top right corner of the screen.
- Click on “Home” or “Catalog” or “My Info” to access desired information.
  
- You may click on “How do I...?” in the upper right corner below the green line for more information.
  
- Click on “Logout” (upper right screen corner) before leaving the computer.