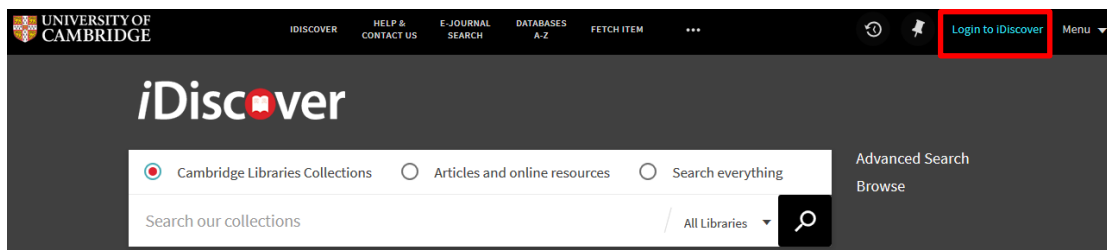# 'My Library Account' in iDiscover

The 'My library account' area of iDiscover offers you the ability to:

- view loans and renew items;
- view borrowing rights and any fines or fees
- pay all outstanding fines
- view and cancel requests.

You will need to log into 'My library account' to see your account details and carry out any of the functions above.
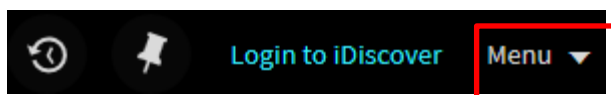
1) Logging in to iDiscover and login options

- Go to the iDiscover home page: www.idiscover.cam.ac.uk
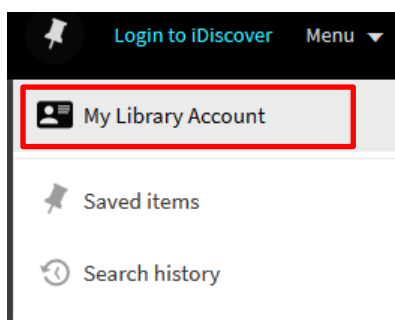- Click on **'Login to iDiscover'** in the top-right of the navigation bar **(See: 'Quick Guide: Logging in')**:
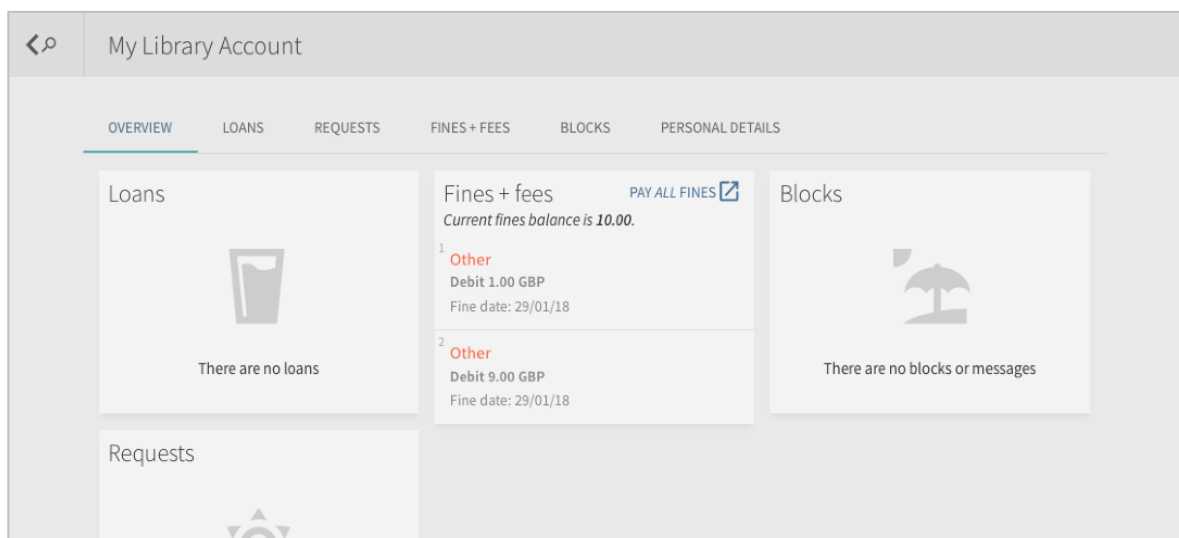

2) 'My Library Account' dashboard

- Click on 'Menu'

- Click on 'My Library Account' from the drop-down list:

iDisc•ver

- Once you have signed in, your 'My Library Account' dashboard will be displayed on the screen:

There are three main tabs on your 'My Library Account' dashboard:

a) **Loans:**

You can view the items you have on loan and renew items. To renew items, you click on the title of the item, or select '**RENEW ALL**' to renew all the items you have on loan.

b) **Requests:**

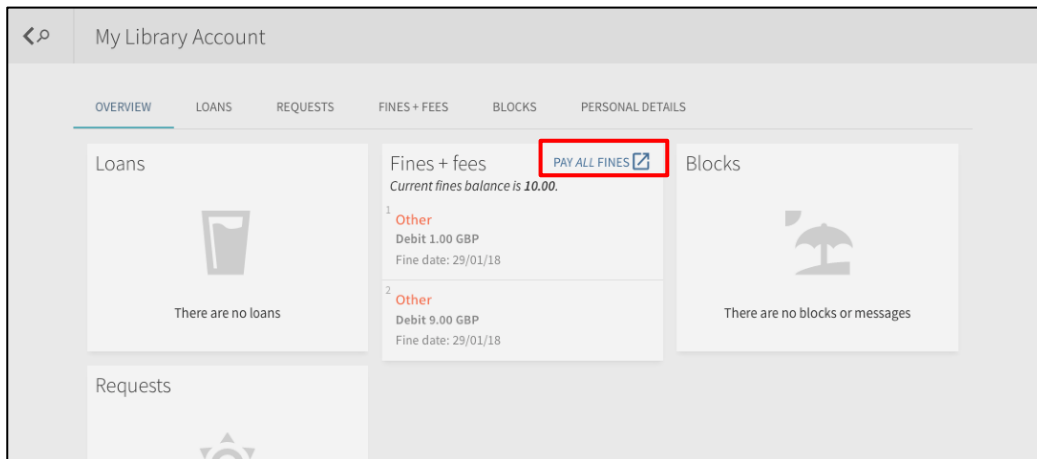You can view and track any requests you have made. You can also cancel requests here.

c) **Fines + Fees:**

Here you can view any fines and fees associated with your account.
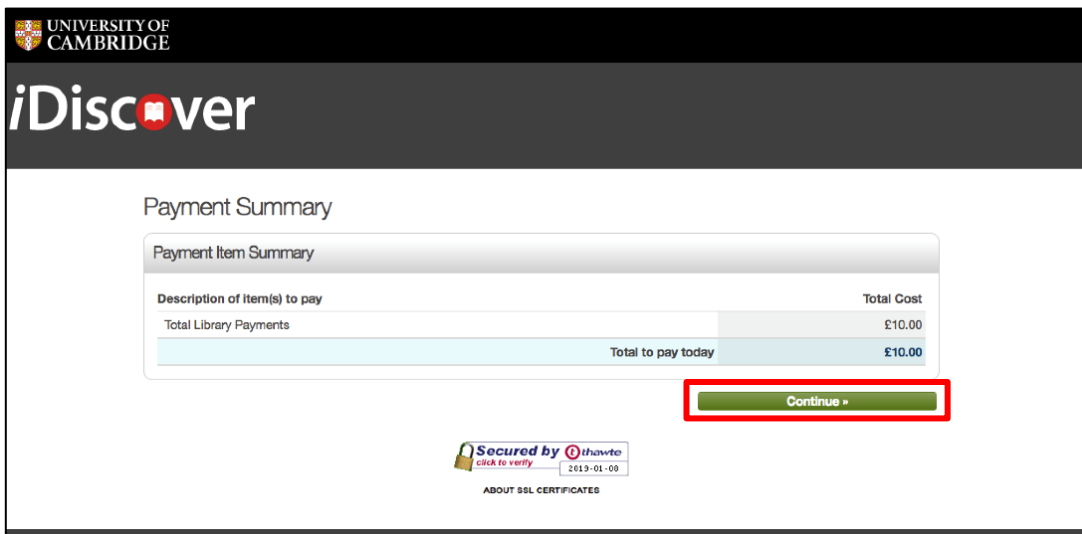
From this section of the dashboard you are also able to pay all your fines. For further details, please see the next section: *'3) Online fines payment'*.

3) Online fines payment

- In the Fines + Fees section, click on the PAY *ALL* FINES ⬈ link.

- This will take you to the fines payment website where the *Payment Summary* window will display the total library payments that you currently owe.

- Check that the amount is correct, then click the **Continue** button.

- You will then be taken through a series of webpages where your payment details will be collected.

- When the payment is successful, the fines on your account will be cleared and you will be returned to iDiscover.
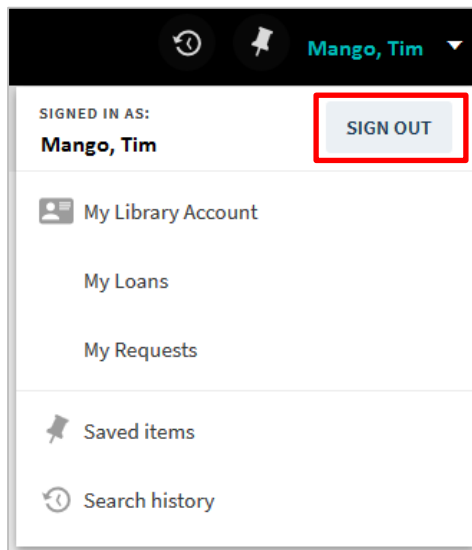
Please note: It is not possible to part pay a fine or select to pay only a fine in a specific library. The online payment of fines in iDiscover will only allow a user to pay their full outstanding fine.

Specific fines will need to be paid directly to the individual library.

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4) Logging out of 'My library account'

If you are logged into 'My Library Account' with Raven, you will need to close your browser to log out of Raven on your machine.

To log out, simply click on you name in the top right hand corner of the screen and select the '**SIGN OUT**' option.

This will log you out of your 'My Library Account' and return you to the main iDiscover home page.