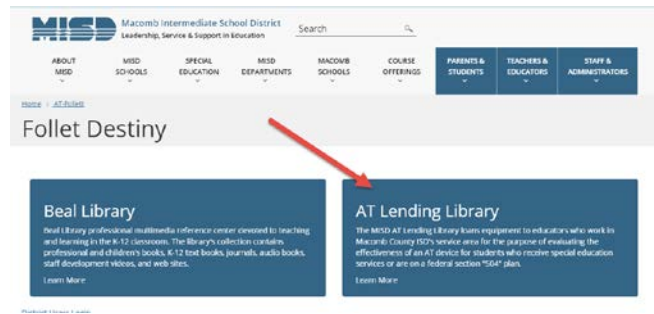


AT Lending Library – Borrowing a Device

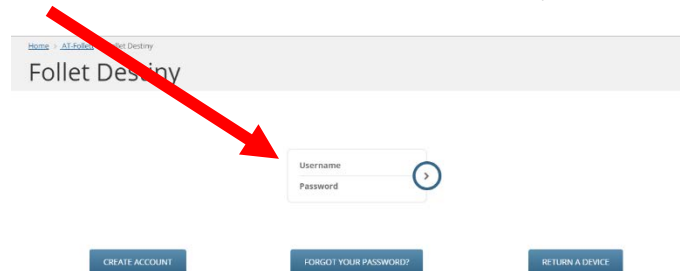
NOTE: In order to borrow an MISD AT Lending Library device, you must be a Macomb County Educator and enrolled as an AT Lending Library Patron ([link to enroll](#)).

To Log In:

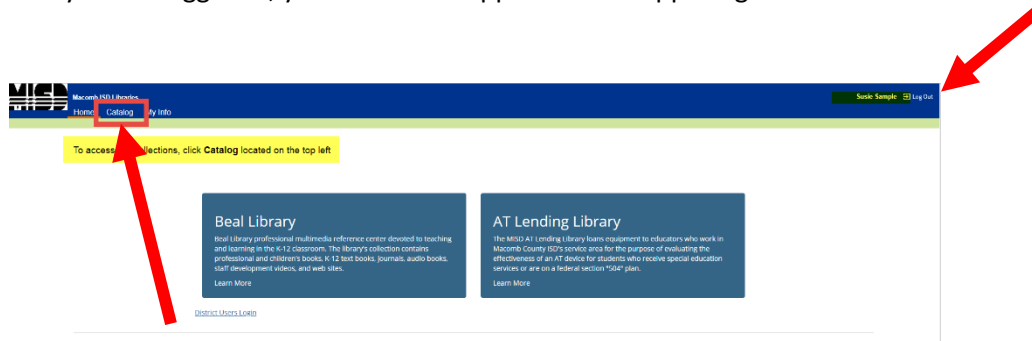
1. At the MISD AT Lending Library home page, click the box “AT Lending Library”



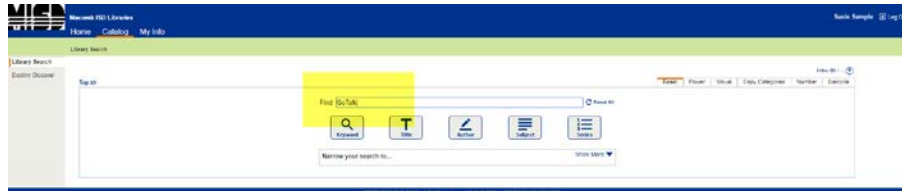
2. Enter your Username and Password and enter or click the arrow,



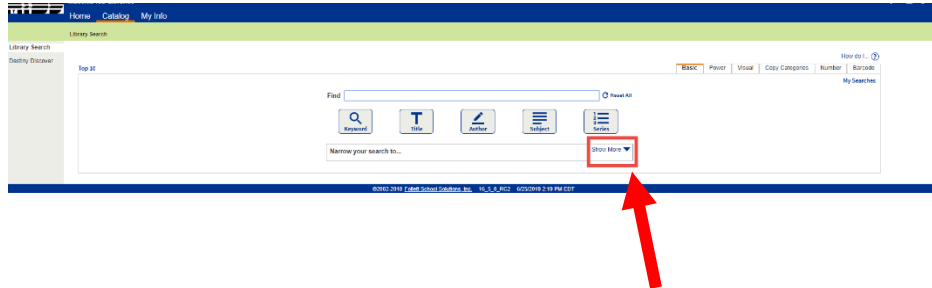
3. Once you are logged in, your name will appear on the upper right hand side of the screen



- Click the Catalog button on the top left to enter the AT Lending Library.

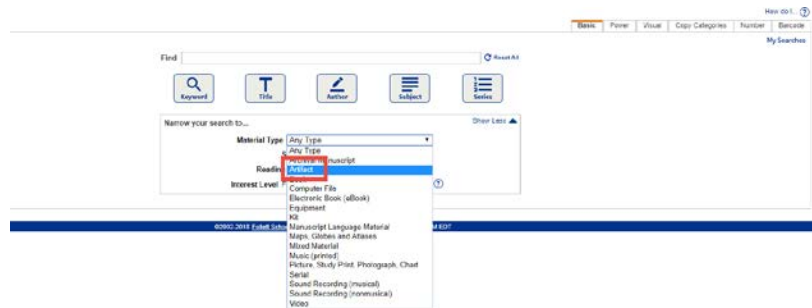


- Enter the name of the device you wish to borrow into the search bar.



- Or, you can search by keyword. First, click the “Show More” dropdown arrow.

- And select “Artifact”.



8. Then enter one of the following categories into the search field:

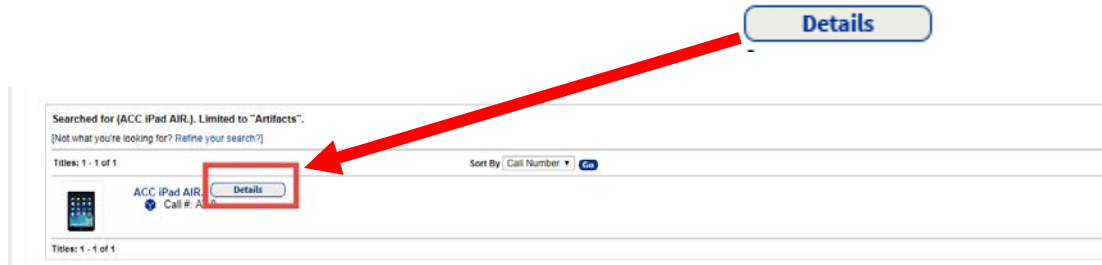
Augmentative Communication
Organization & Study
Computer Access
Early Childhood
Environmental Control
iPad
Keyboard Alternative
Math Tools

Mount
Mouse Alternatives
Reading Tools
Switch Access
Switch Toy
Writing Tools
Visually Impaired

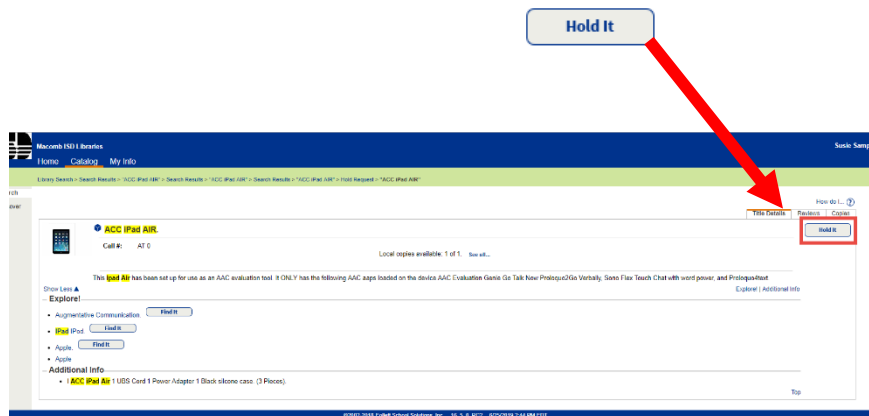
9. Then click Keyword



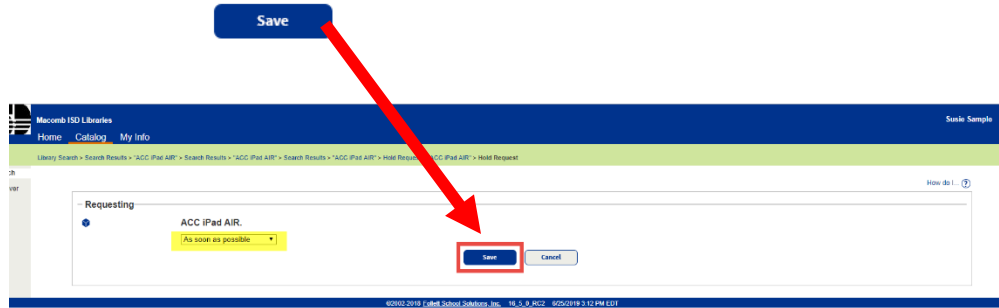
10. When the search item comes up, click the "Details" button,



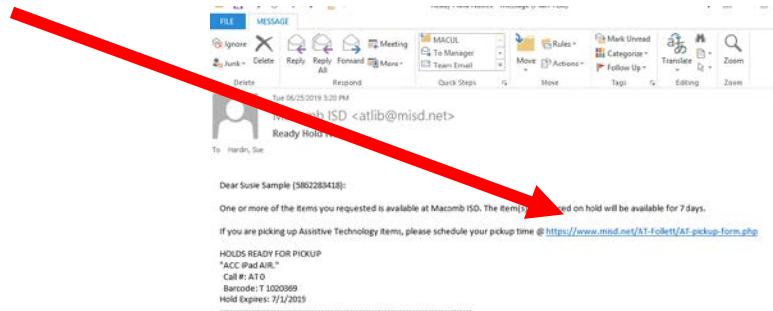
11. If the item is available, you will see a Hold It button.



12. Then click Save to secure your loan request. (NOTE: you still need to set your pick-up time. The link to schedule your pick up will be sent via email within 24 hrs of your request)



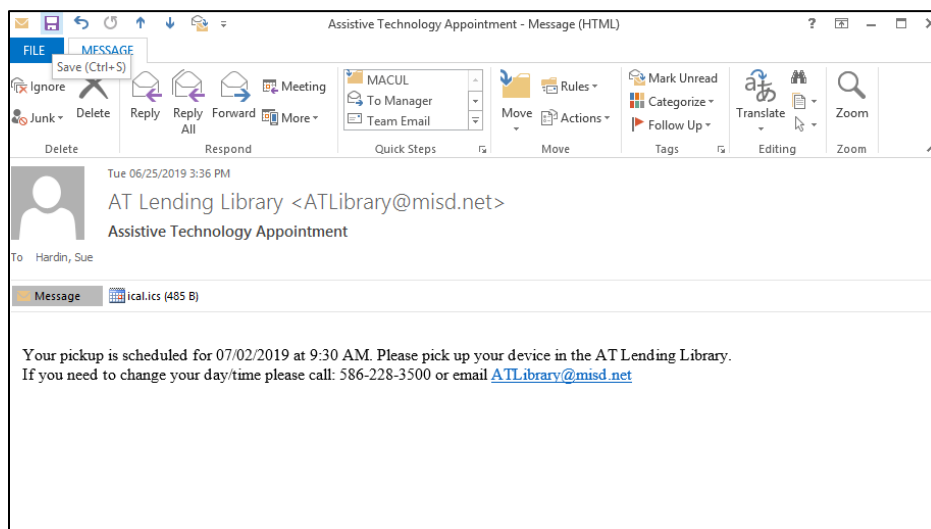
13. Once approved, you will receive this email. Click the link to schedule your pick-up appointment time.



14. You will see the confirmation below on the screen.

You have successfully scheduled a pickup on 07/02/2019 at 9:30 AM. An email confirmation has been sent to shardin@misd.net

15. And receive an email confirmation with the same information.



16. If you need to cancel or change your pick-up appointment, please send an email to: ATLibrary@misd.net or call 586-228-3418.