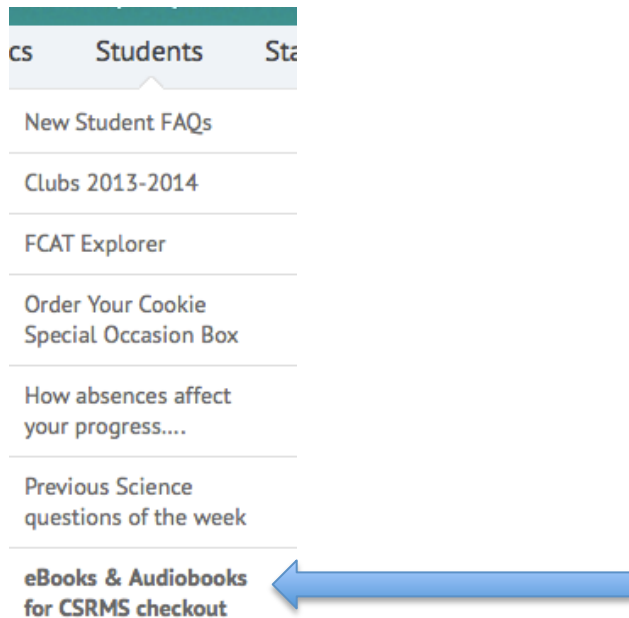# How to checkout
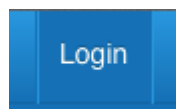## eBooks & Audiobooks for CSRMS
on the MIND

1. Go to our CSRMS webpage.
2. Hover over the **Students Tab** and you will see a drop menu.
3. Select **eBooks & Audiobooks for CSRMS checkout**

4. Click on the **FollettShelf** icon.

5. **Log in** (top, right)

6. **User ID & Password**
   password when logged in)

   • **All student patrons:**
   User Id: student number
   Password: unique password

- **Guest Log in**:
User Id: csrms
Password: csrms
(Just in case there is a problem logging in, you can still search lists and read online, but notes, highlighting, etc. will not be saved and will be **unable** *to checkout.)*

7. Once you log in, the first 17 titles listed will show **audio books**. You will see this icon on the bottom left of the title cover, showing that it is an audiobook.

(Please **note***, audiobooks are* **not** *available for checkout or download right now, but you can open and listen. As soon as they are available for checkout, Mrs. Condoleon will let you know.)*

As you scroll down, you will notice titles with the **eBook** icon.

This icon lets you know that the ebook has **unlimited access**, which means multiple users can checkout at the same time.

8. You can narrow your search by using the **sidebar links**:

Narrow by:

Availability

Author

Subject

Genre

Material Type

Audiobook	(17)
Follett eBook	(130)

Series

Publication Year

Extent - Pages

Language

Did you find a book you would like to check out?

9. Select the book you want from the eBook Library. The system will ask you to log in. (if you are not already logged in.) You can browse all books on the Bookshelf without logging in.

You can read the book on line. When you close the book it puts the book back on the shelf or you can check the book out.

Would you like to check the book out?

10. With the book open, select the **backpack** in the upper right corner of the window.

11. Select **Check Out** from the message box on your screen. You will have the book for two weeks. You can continue to read or close the title. You can also return your book early through the backpack.

No time to read your eBook right now?

12. When you return to the **CSRMS Follett BookShelf**, select **login** from the upper right corner. Enter your **username** and **password**. Your checked out materials will be in your **backpack**.

Be sure to check out all the **text features**:
- **Table of contents** *(shown as a list, page browse, bookmarks)*
- **Search**
- **Highlight**
- **Add Note**
- **Book Notes**
- **Read** *(feature on many books is a computerized voice and has only one speed)*
- **Page** *(one page at a time or open to book format and see two pages)*
- **Enlarge**
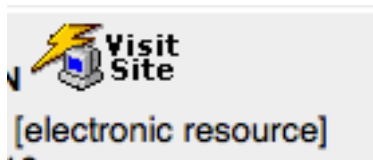- **Turn the page** *(page number)*
- **Print**

1. When you are on the **MIND,** you can search for **ebooks:**
   (*you can ONLY checkout ebooks from CSRMS)*

2. Go to the **Follettshelf** by clicking on **visit site icon:**

Mobile APPS:

Follett Digital Reader

1. You can download the **Follett App** (eBook Reader) from iTunes:

https://itunes.apple.com/us/app/follett-enlight-k-12-edition/id692783324?ls=1&mt=8

Your mobile account for CSRMS will be: **wbb06112** (this is part of your URL). You will be asked for your login and password for this account the

first time you open the APP on your device. You only do this once.

More information:
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