

NUES MEDIA RENEWAL INSTRUCTIONS

Log on to the **Northeastern Utah Educational Services** web page:

www.nucenter.org

- Click on **Media Library**
- **Log in** (at the upper left of your screen) using your **barcode** and **password** (if you don't know your barcode, please ask your librarian or call me – your password is your last name in lower case letters)
- Click on **“Your Name”** at the upper left of your screen
- Click on the **“Activities”** tab
- Click on the **“Items”** tab – this will bring up all loaned items
- Click on / highlight the item you want to renew. Click the **“renew”** button at the lower right of the screen
- Log out and you are done!



Please call or e-mail if you need help, or if you would like me to renew items for you:

Dawn Roberts / 435-654-1921 / dawn@nucenter.org