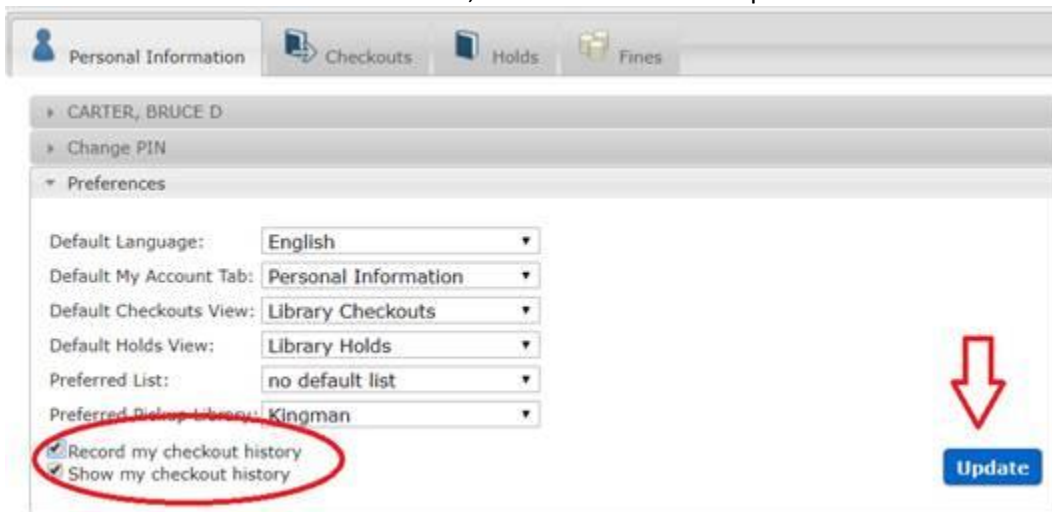


Instructions to enable/disable checkout history

Procedure to enable checkout history using “My Account”

1. Log into the online catalog (click “My Account”)
2. Click the “Preferences” accordion to open it.
3. Check the box labeled “show my checkout history”
 - a. Click “update”
4. Now, a second check box will appear, “Record my Checkout History”
 - a. Check this box as well.
 - b. Click “Update”
5. All future checkouts will now be visible, but not the current or past checkouts.



The screenshot shows the 'My Account' preferences page for a user named 'CARTER, BRUCE D'. The 'Preferences' section is expanded, showing several dropdown menus and two checked checkboxes. The checkboxes are 'Record my checkout history' and 'Show my checkout history', both of which are circled in red. To the right of these checkboxes is a red arrow pointing down and a blue 'Update' button.

Personal Information	Checkouts	Holds	Fines
CARTER, BRUCE D			
Change PIN			
Preferences			
Default Language:	English		
Default My Account Tab:	Personal Information		
Default Checkouts View:	Library Checkouts		
Default Holds View:	Library Holds		
Preferred List:	no default list		
Preferred Display Library:	Kingman		
<input checked="" type="checkbox"/> Record my checkout history			
<input checked="" type="checkbox"/> Show my checkout history			
			Update

Procedure to disable checkout history using “My Account”

1. Log into the online catalog (click “My Account”)
2. Click the “Preferences” accordion to open it.
3. Uncheck both boxes, “Show my checkout history” and “Record my Checkout History”
 - a. Click “update”