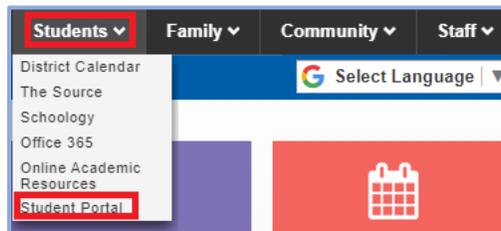


# How to Place an Online Library Hold

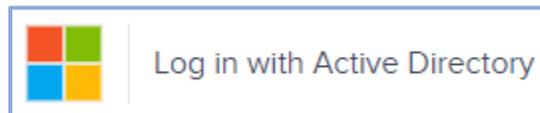
Please note that every school will have differing methods of this service. Consult your teacher librarian for specifics.

## Log in to the Student Portal

1. Open a web browser and then go to [www.seattleschools.org](http://www.seattleschools.org).
2. Hover over **Students** in the top-right corner and then click **Student Portal**.



3. If prompted, select **Log in with Active Directory**. If prompted to log in, add @seattleschools.org to the end of the username.



4. Click **Library Catalog** in the SPS Tools section.



## Open Your School's Library Catalog

1. On first login, students will be prompted to select state and school. For location, select **Washington**. Begin typing the student's school name and then **select the school** from the list that appears. Once the state and school are selected, click **Go!**

**Location**  
Washington (WA) ▼

**Schools in Washington (WA)**

Brya

**BRYANT ELEMENTARY**, Seattle, WA

**Bryant Montessori**, Tacoma, WA

TEC at **Bryant**, Spokane, WA

Bryn Mawr Elementary School, Seattle, WA

2. Click **Log in**, at the top-right corner of the page.



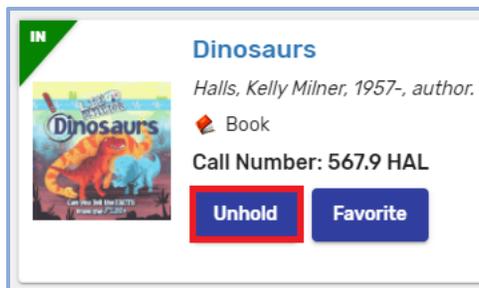
3. Enter username (without @seattleschools.org) and password. For help with your username and/or password, please contact your teacher librarian.
4. Click **Submit**.

## Place a Library Hold

1. Search for the book of your interest: a title, an author, or a subject (for example, dinosaurs). After typing the search item, press the **Enter** key or click the **Search** icon.

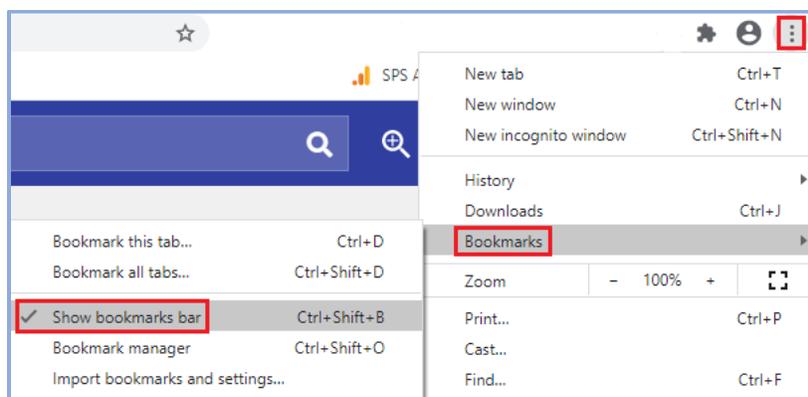


2. When you find the book you wish to place on hold, click the **Hold** button. If you change your mind, click the **Unhold** button. Please note: You may place books on hold that are "In" or "Out," but only the ones marked as "In" will be ready for pickup at the next Curbside Pickup day.

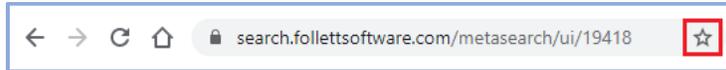


## How to Bookmark Your Library Catalog (in Chrome web browser)

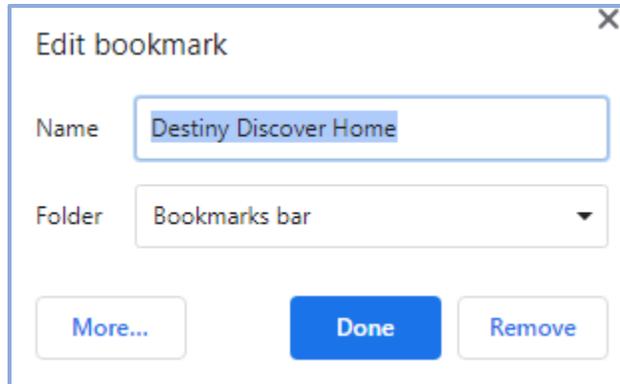
1. Click the **three dots** in the upper right corner, select **Bookmarks**, and then Select **Show bookmarks bar** if there is no checkmark in front.



2. To bookmark the page you are on, click the star to the right of the search bar.



3. Leave the default name of "Destiny Discover Home" or change the name to "Library Catalog" and then click **Done**.



4. The bookmark should now appear below the search bar.

