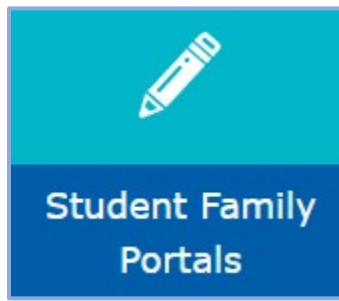


How to Place a Library Hold (for Curbside Pickup)

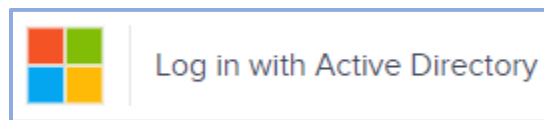
Please note that every school will have differing methods of this service. Consult your teacher librarian for specifics.

Log in to the Student Portal

1. Open a web browser and then go to <https://www.seattleschools.org>
2. Click **Student Family Portals** at the top of the SPS website.

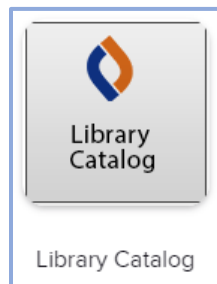


3. Click **Student Portal**. If prompted, select **Log in with Active Directory**.



Open Your School's Library Catalog

1. Click **Library/Reference** on the left-hand menu and then select **Library Catalog**.



2. 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!**

A screenshot of a web interface for selecting a school. At the top, there is a "Location" dropdown menu with "Washington (WA)" selected. Below this is a section titled "Schools in Washington (WA)" with a search input field containing "Brya". A list of schools is displayed below the search field, including "BRYANT ELEMENTARY, Seattle, WA", "Bryant Montessori, Tacoma, WA", "TEC at Bryant, Spokane, WA", and "Bryn Mawr Elementary School, Seattle, WA".

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

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



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

5. 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 title you wish to place on hold, click the **Hold** button. If you change your mind, you may 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.

