

“ Site specific numbers ”



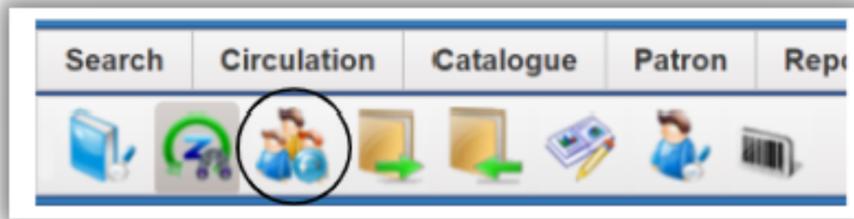
# Insignia ILSI



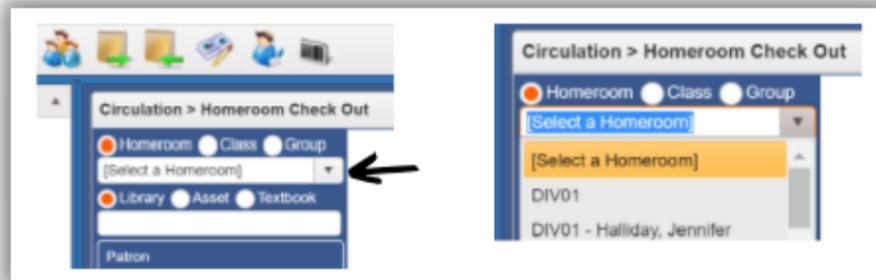
SIGN IN AND CHECK OUT  
CIRC DESK - TEACHERS ONLY IF  
SIGNING OUT BOOKS FOR STUDENTS

**USER: CIRC.DESK####**

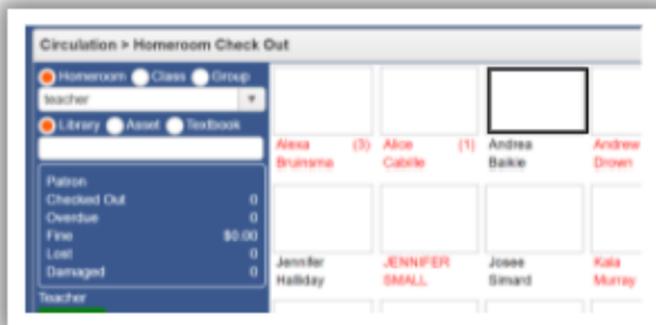
**PSWD: CIRCDESK####**



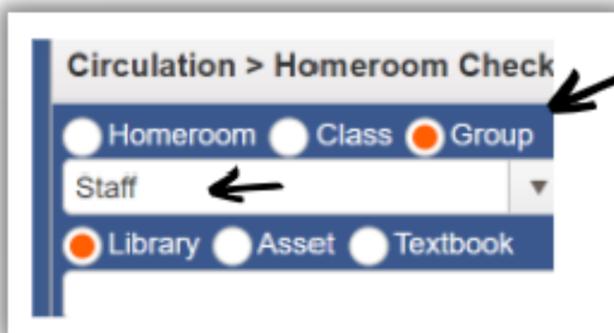
Select "Homeroom" from the menu bar. It's the 3 students.



Use the drop-down menu to select your division. Your division class check-out is here, too.



To check out books, select the patron (1 click) and once their name is highlighted, scan barcodes. Listen for the noise that confirms the scan.



Teachers and EAs can find their names in the Homeroom checkout by selecting "Group" and using the drop down menu to find "Staff".

If for any reason you can't access the short cut, type in this address:

<https://sd72.insigniails.com/ils>