

# ONLINE CATALOG

Check out instructional materials from Heartland AEA

<https://heartlandaea.insignails.com/Library> 

## How to Check Out an Item

*You can browse, but must be logged in to check out materials. Sign in using your AEA Learning Online password (i.e., IdentAEA for mandatory reporter).*

# 1



### Search for Item

Search for the item you are looking for by author, ISBN, keyword, subject, or title.

# 2



### Select, "Book Item"

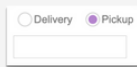
Select, "Book Item," from the search results or from item record.

# 3



### Pick a Date

Choose the date you need the item. The calendar will adjust to find the delivery date closest to your requested date for your building.



# 4



### Book Item

Select, "Book Item(s)" and the booking will be confirmed if the item is available.

Handy Features: **Change View**

Print PDF of search results



Explore new features under **My Account**:

- Create a favorites folder and share
- Look at your current checkouts
- View your history



Need help logging in? Contact [support@aealearningonline.org](mailto:support@aealearningonline.org) and add INSIGNIA SSO in the subject line.

Need help finding a library resource? Contact [libraryinfo@heartlandaea.org](mailto:libraryinfo@heartlandaea.org)