



CREATING YOUR SHARE ACCOUNT

1. If you have not created a library account, please stop by the circulation desk and do so first (your Blackburn ID card will also be your library card).
2. Navigate to <http://blca.illshareit.com>.
3. Under the My Account drop-down menu, select Log In/Register.
4. For your username/barcode, type in the barcode number from your student ID card.
5. Your password will be the last 4 digits of the phone number on your library account. If you do not remember the phone number associated with your account, you can use '1234' as the password. Be aware that if you use '1234' as your password, you will not be able to request materials.

REQUESTING MATERIAL

To request materials in Share from other libraries within the Illinois Heartland Library System, select the Request It link to the right of the item you want to request. The next page on your screen will have your account information and a drop-down box to select where you want the item(s) delivered to. Choose Blackburn College (BLCA). If you provided an email address when your library account was created, an email will be sent when your item(s) arrive. You can also track your requests by selecting Requests from the My Account drop-down menu after you are logged in to your Share account.