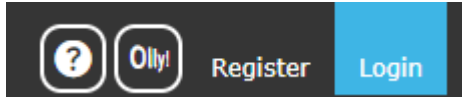


How to join the Resource Centre

1. Go to <https://bcmilan.libertyasp.co.uk> and select Register



2. Fill in the form that appears on the screen and submit it.

REGISTER

Complete this form, so that the library staff can register you as a new borrower.

Last name:
Enter your surname.

First name:
Enter your first name.

Middle Initial:
Enter your middle initial.

Branch:
Select your nearest branch.

Gender: Female
 Male
Select your gender.

Email:
Enter your email address.

3. Once your library account has been approved, you'll receive an email with your credentials and the link to reset your password. Please note that this link expires in 24 hours but you can still use your credentials to access the online catalogue and change your password by selecting **My Portal** → **Details** → **Change password** on the homepage top left corner.
4. When you come to the Resource Centre we'll give you a bar-coded card, which you can use to borrow materials. **Students attending courses at San Carlo will receive their cards on site after registering.**
5. The barcode, which appears on your membership card, is your username.



Not feeling confident with online registrations?

Come to the Resource Centre and ask for help! 😊