

1. How to renew an item.
2. In order to renew an item you are going to need to sign into your library account. To do this click on the Sign In link in the upper right hand corner of your screen.
3. In the Login using: box, click on the Campbell Users link.
4. Click where it says USER ID and type in your Blackboard username.
- 5.
6. Click where it says PASSWORD and type in your Blackboard password. When you finish hit enter, or click on the LOGIN link.
7. This will log you into your library account. Click on your name in the upper right corner of the screen.
8. From the drop down menu select the My Loans option.
9. This will take you to a listing of the items that you have checked out. Select the item or items that you want to renew.
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11. When you have selected the item or items that you want to renew, click on the RENEW link to the right of the item. If you want to renew all of the items that you have checked out, you can click on the RENEW ALL link in the upper right above the list of your items.
12. Items that have been successfully renewed will say Renewed in a green font, and there will be a message saying that the items was renewed.
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