

Welcome to Part 2 of the slide show.



Part 2: GALILEO password and your GIL account.

1.) Go to the Gordon State College webpage at <http://www.gordonstate.edu>
Click on My Gordon → Library Online Resources → GIL Catalog → GIL-Find.

OR

2.) Go directly to the homepage of GIL-Find at <http://gilfind.gordonstate.edu>

On the homepage of the online catalog, GIL-FIND, go to the **Access my GIL account to:** section for two things:

To find out your GALILEO password for using the GALILEO databases at home.

To access your online record to find book due dates, fines and to renew books.

The screenshot shows the GIL-Find Gordon State College homepage. At the top, there are buttons for 'Provide Feedback', 'Classic GIL Search', and 'What's the Difference?'. The main header displays 'GIL-Find @ Gordon State College'. Below the header is a navigation bar with links: 'New Search | Advanced Search | Browse | Course Reserves | Search History | Help | My Account'. A search bar is present with a dropdown menu set to 'All Fields' and a 'Find' button. To the right of the search bar, it says 'Looking for **articles**? Go to databases page.' Below the search bar is a 'Search Tips' section with four bullet points: 'Use quotes to search for **phrases** example: "Civil War"', 'Use an * for **wildcard searches** example: **biochem*** will return biochemistry and biochemical', 'AND, OR and NOT can be used for **boolean logic** example: **((biomedical AND engineering) NOT nuclear)**', and 'Boolean operators (AND, OR, NOT) must be ALL CAPS'. A red box highlights a section titled 'Access my GIL account to:' which contains three bullet points: 'Get GALILEO password', 'Renew books online', and 'Check my requests'. At the bottom, there is a footer with links: 'New Search | Library Information | GALILEO | InterLibrary Loan | Universal Catalog | New Titles List | About GIL-Find' and a note: 'The "Classic" GIL Catalog will remain active. Visit: <https://gil.gdn.edu>'. A 'SHARE' button is also visible.

To find out your GALILEO password or access your online record you must know three items:

- 1. Your institution ID (929 number)** located on the front of your college ID or your **Barcode number** from the back of your college ID.
- 2. Your library PIN number** – If you don't know your library PIN number, follow the steps listed on the next few slides: enter your Institution ID in the first box, your last name in the second box and click on Get My PIN. Your library PIN number will be emailed to your Gordon State College email account. The only place you will use this library PIN number is in the Access my GIL account to: or the My Account section of GIL.
- 3. Your last name**

Finding out your Library PIN Number

1. To find out your library PIN number, click on the link **Get GALILEO password** to pull up the next screen.

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Provide Feedback

Classic GIL Search What's the Difference?

GIL-Find @ Gordon State College

New Search | Advanced Search | Browse | Course Reserves | Search History | Help | My Account

Looking for **articles**? Go to databases page.

Search Tips:

- Use quotes to search for **phrases** example: "Civil War"
- Use an * for **wildcard searches** example: `biochem*` will return biochemistry and biochemical
- AND, OR and NOT can be used for **boolean logic** example: `((biomedical AND engineering) NOT nuclear)`
- Boolean operators (AND, OR, NOT) must be ALL CAPS

Access my GIL account to:

- **Get GALILEO password**
- Renew books online
- Check my requests

New Search | Library Information | GALILEO | InterLibrary Loan | Universal Catalog | New Titles List | About GIL-Find

The "Classic" GIL Catalog will remain active. Visit: <https://gil.gdn.edu>

SHARE

2. In the first box type either the Institution ID, also known as the 929 number, found on the front of the Gordon State ID or the Barcode number from the back of the ID.

Provide Feedback Classic GIL Search What's the Difference?


GIL-Find Gordon State College

[New Search](#) | [Advanced Search](#) | [Browse](#) | [Course Reserves](#) | [Search History](#) | [Help](#) | [My Account](#)

All Fields Looking for **articles**? [Go to databases page.](#)

Login

In the box below, enter your Institution ID number or your complete barcode number without spaces

Inst. ID or Barcode #: 

PIN (New!): *

Last Name:

*If you do not know your PIN, enter just your barcode and last name, then click Get My PIN to have it emailed to you.

My Account

Access your account to:

- Check for fines
- Renew materials online
- Review your library account
- Get the GALILEO password (faculty, staff, students) *

*Students/patrons from other Georgia institutions should contact their own libraries directly for password assistance.

[New Search](#) | [Library Website](#) | [GALILEO](#) | [InterLibrary Loan](#) | [Universal Catalog](#) | [New Titles List](#) | [About GIL-Find](#)

The "Classic" GIL Catalog will remain active. Visit: <https://gil.gordonstate.edu>

3. Type your last name in the third box and click on Get My Pin.

The screenshot shows the GIL-Find Gordon State College website. At the top, there are navigation links: "Provide Feedback", "Classic GIL Search", and "What's the Difference?". The main header features the "GIL-Find @ Gordon State College" logo. Below the header is a navigation bar with links: "New Search", "Advanced Search", "Browse", "Course Reserves", "Search History", "Help", and "My Account". A search bar is present with a dropdown menu set to "All Fields" and a "Find" button. To the right of the search bar, it says "Looking for **articles**? Go to [databases page](#)."

The "Login" section is highlighted with a blue border. It contains the following text: "In the box below, enter your Institution ID number or your complete barcode number without spaces." Below this is a form with three input fields: "Inst. ID or Barcode #:" (with a masked input), "PIN (New!):" (with a "Get My Pin" button next to it), and "Last Name:" (with the text "pye" entered). A "Login" button is located below the "Last Name" field. Two large red arrows point to the "Get My Pin" button and the "Last Name" field. A "My Account" sidebar is on the right, listing options like "Check for fines", "Renew materials online", "Review your library account", and "Get the GALILEO password (faculty, staff, students) *". A note below the sidebar states: "*Students/patrons from other Georgia institutions should contact their own libraries directly for password assistance."

At the bottom of the page, there is a footer with navigation links: "New Search", "Library Website", "GALILEO", "InterLibrary Loan", "Universal Catalog", "New Titles List", and "About GIL-Find". Below these links, it says: "The 'Classic' GIL Catalog will remain active. Visit: <https://gil.gordonstate.edu>". A "SHARE" button is also present.

4. A confirmation message will appear on the screen saying that your PIN number has been sent to your Gordon State College email. Use the PIN number with your 929 number and last name as shown in the next slides to find out your GALILEO password, renew books online or check for fines.

The screenshot shows the GIL-Find@Gordon State College website interface. At the top, there are navigation links: "Provide Feedback", "Classic GIL Search", and "What's the Difference?". The main header features the "GIL-Find@ Gordon State College" logo. Below the header is a navigation bar with links: "New Search | Advanced Search | Browse | Course Reserves | Search History | Help | My Account". A search bar is present with a dropdown menu set to "All Fields" and a "Find" button. A message on the right says "Looking for **articles**? Go to databases page."

The "Login" section is highlighted with a red oval. It contains the following text: "Your PIN has been sent to bethp@gordonstate.edu. Note: Often PIN emails are filtered into your junk email folder". Below this, there is a form with the following fields and buttons:

- In the box below, enter your Institution ID number or your complete barcode number without spaces.
- Inst. ID or Barcode #:
- PIN (New!): [Get My Pin *](#)
- Last Name:
- [Login](#)

A note at the bottom of the login section reads: "*If you do not know your PIN, enter just your barcode and last name, then click Get My PIN to have it emailed to you."

On the right side, there is a "My Account" section with a red header. It lists "Access your account to:" with the following items:

- Check for fines
- Renew materials online
- Review your library account
- Get the GALILEO password (faculty, staff, students) *

A note below the list states: "*Students/patrons from other Georgia institutions should contact their own libraries directly for password assistance."

At the bottom of the page, there is a navigation bar with links: "New Search | Library Website | GALILEO | InterLibrary Loan | Universal Catalog | New Titles List | About GIL-Find". Below this, it says "The 'Classic' GIL Catalog will remain active. Visit: <https://gil.gordonstate.edu>". A "SHARE" button is also visible.

Finding out your
GALILEO password

1. Click on the link, **Get GALILEO password**, to pull up the next screen.

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Provide Feedback

Classic GIL Search What's the Difference?

GIL-Find @ Gordon State College

New Search | Advanced Search | Browse | Course Reserves | Search History | Help | My Account

Looking for **articles**? Go to databases page.

Search Tips:

- Use quotes to search for **phrases** example: "Civil War"
- Use an * for **wildcard searches** example: biochem* will return biochemistry and biochemical
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Access my GIL account to:

- **Get GALILEO password**
- Renew books online
- Check my requests

New Search | Library Information | GALILEO | InterLibrary Loan | Universal Catalog | New Titles List | About GIL-Find

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SHARE

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[Provide Feedback](#) [Classic GIL Search](#) [What's the Difference?](#)


GIL-Find Gordon State College

[New Search](#) | [Advanced Search](#) | [Browse](#) | [Course Reserves](#) | [Search History](#) | [Help](#) | [My Account](#)

All Fields Looking for **articles**? [Go to databases page.](#)

Login

In the box below, enter your Institution ID number or your complete barcode number without spaces

Inst. ID or Barcode #: 

PIN (New!): *

Last Name:

*If you do not know your PIN, enter just your barcode and last name, then click Get My PIN to have it emailed to you.

My Account

Access your account to:

- Check for fines
- Renew materials online
- Review your library account
- Get the GALILEO password (faculty, staff, students) *

*Students/patrons from other Georgia institutions should contact their own libraries directly for password assistance.

[New Search](#) | [Library Website](#) | [GALILEO](#) | [InterLibrary Loan](#) | [Universal Catalog](#) | [New Titles List](#) | [About GIL-Find](#)

The "Classic" GIL Catalog will remain active. Visit: <https://gil.gordonstate.edu>

3. Type your library PIN, a five digit number in the second box.

[Provide Feedback](#) [Classic GIL Search](#) [What's the Difference?](#)

GIL-Find @ Gordon State College


[New Search](#) | [Advanced Search](#) | [Browse](#) | [Course Reserves](#) | [Search History](#) | [Help](#) | [My Account](#)

All Fields Looking for **articles**? [Go to databases page.](#)

Login

In the box below, enter your Institution ID number or your complete barcode number without spaces.

Inst. ID or Barcode #:

PIN (New!): 

Last Name:

*If you do not know your PIN, enter just your barcode and last name, then click Get My PIN to have it emailed to you.

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[New Search](#) | [Library Website](#) | [GALILEO](#) | [InterLibrary Loan](#) | [Universal Catalog](#) | [New Titles List](#) | [About GIL-Find](#)
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4. Type your last name in the third box.

[Provide Feedback](#) [Classic GIL Search](#) [What's the Difference?](#)

GIL-Find Gordon State College

[New Search](#) | [Advanced Search](#) | [Browse](#) | [Course Reserves](#) | [Search History](#) | [Help](#) | [My Account](#)


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[New Search](#) | [Library Website](#) | [GALILEO](#) | [InterLibrary Loan](#) | [Universal Catalog](#) | [New Titles List](#) | [About GIL-Find](#)

The "Classic" GIL Catalog will remain active. Visit: <https://gil.gordonstate.edu>

5. Click on Login to get GALILEO password.

[Provide Feedback](#) [Classic GIL Search](#) [What's the Difference?](#)

GIL-Find Gordon State College

[New Search](#) | [Advanced Search](#) | [Browse](#) | [Course Reserves](#) | [Search History](#) | [Help](#) | [My Account](#)

All Fields Looking for **articles**? [Go to databases page.](#)

Login

In the box below, enter your Institution ID number or your complete barcode number without spaces.

Inst. ID or Barcode #:

PIN (New): *

Last Name:

*If you do not know your PIN, enter just your barcode and last name, then click Get My PIN to have it emailed to you.

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- Check for fines
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[New Search](#) | [Library Website](#) | [GALILEO](#) | [InterLibrary Loan](#) | [Universal Catalog](#) | [New Titles List](#) | [About GIL-Find](#)

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6. Your Profile will appear on the screen. Your GALILEO Password for the semester is listed at the bottom of the screen. The GALILEO password is good for one semester. Each semester repeat the process to find out the new password.

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The main content area is divided into two columns. The left column is titled "Your Profile" and contains the following fields: "First Name:", "Last Name:", "Home Institution:", "Address 1:", "Address 2:", "Zip:", "Phone Number:", "Group:", and "GALILEO Password:". The "GALILEO Password:" field is circled in red. Below these fields is a "Change PIN" link. The right column contains a vertical menu with the following items: "Favorites", "Checked Out Items", "Requests", "Fines", "Your Profile / GALILEO Password" (highlighted in green), and "Your Saved Searches".

At the bottom of the page, there is a footer with links for "New Search", "Library Information", "GALILEO", "InterLibrary Loan", "Universal Catalog", "New Titles List", and "About GIL-Find". Below these links, it states "The 'Classic' GIL Catalog will remain active. Visit: <https://gil.gdn.edu>". A "SHARE" button is also visible in the footer.

7. On the right side of the screen are links to find out what you currently have checked out and any fines you might need to take care of before the semester is over. Once you have found your GALILEO password click on **Log Out** to exit your account.

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Renewing books online

or

checking your record for fines

1. Click on the link **Renew** books online to pull up the next screen.

The screenshot shows the GIL-Find Gordon State College website. At the top, there are navigation links: "Provide Feedback", "Classic GIL Search", and "What's the Difference?". The main header features the "GIL-Find @ Gordon State College" logo. Below the header is a navigation bar with links: "New Search", "Advanced Search", "Browse", "Course Reserves", "Search History", "Help", and "My Account". A search bar is present with a dropdown menu set to "All Fields" and a "Find" button. To the right of the search bar, it says "Looking for **articles**? Go to databases page." Below the search bar, there are two columns of information. The left column is titled "Search Tips:" and contains four bullet points: "Use quotes to search for **phrases** example: 'Civil War'", "Use an * for **wildcard searches** example: *biochem** will return biochemistry and biochemical", "AND, OR and NOT can be used for **boolean logic** example: ((biomedical AND engineering) NOT nuclear)", and "Boolean operators (AND, OR, NOT) must be ALL CAPS". The right column is titled "Access my GIL account to:" and contains three bullet points: "Get GALILEO password", "Renew books online" (which is circled in red), and "Check my requests". At the bottom of the page, there is a footer with navigation links: "New Search", "Library Information", "GALILEO", "InterLibrary Loan", "Universal Catalog", "New Titles List", and "About GIL-Find". Below these links, it says "The 'Classic' GIL Catalog will remain active. Visit: <https://gil.gdn.edu>". At the very bottom, there is a "SHARE" button with a plus icon.

Provide Feedback

Classic GIL Search What's the Difference?

GIL-Find @ Gordon State College

New Search | Advanced Search | Browse | Course Reserves | Search History | Help | My Account

All Fields Looking for **articles**? Go to databases page.

Search Tips:

- Use quotes to search for **phrases** example: "Civil War"
- Use an * for **wildcard searches** example: *biochem** will return biochemistry and biochemical
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Access my GIL account to:

- Get GALILEO password
- **Renew books online**
- Check my requests

New Search | Library Information | GALILEO | InterLibrary Loan | Universal Catalog | New Titles List | About GIL-Find

The "Classic" GIL Catalog will remain active. Visit: <https://gil.gdn.edu>

2. Type your 929 number in the first box, your library PIN number in the second box, your last name in the third box and click on **Login**.

[Provide Feedback](#) [Classic GIL Search](#) [What's the Difference?](#)

GIL-Find Gordon State College

[New Search](#) | [Advanced Search](#) | [Browse](#) | [Course Reserves](#) | [Search History](#) | [Help](#) | [My Account](#)

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The "Classic" GIL Catalog will remain active. Visit: <https://gil.gordonstate.edu>

Your online record showing titles checked out, fines, holds, etc. will appear on the screen. Renew books by placing check marks in the boxes of the titles you wish to renew and click on **Renew Items**. Make note of new due dates for books.

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The main content area is titled "Items Checked Out from Your Home Library". Below this title is a green "Renew Items" button. There are two items listed:

- Destinos : a telecourse /
by: VanPatten, Bill.
Software Audio
Due: 10-22-2012
- Information literacy instruction that works : a guide to
teaching by discipline and student population /
 Book
Due: 10-22-2012

On the right side of the page, there is a vertical menu with the following options: "Favorites", "Checked Out Items", "Requests", "Fines", "Your Profile / GALILEO Password", and "Your Saved Searches".

Continue on to Part 3:

Using GIL-Find to locate books.