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.
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.
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.

*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.
3. Type your last name in the third box and click on Get My Pin.
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.
Finding out your GALILEO password
1. Click on the link, **Get GALILEO password**, to pull up the next screen.
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.
3. Type your library PIN, a five digit number in the second box.
4. Type your last name in the third box.
5. Click on Login to get GALILEO password.
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.
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.
Renewing books online
or
checking your record for fines
1. Click on the link **Renew** books online to pull up the next screen.
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.
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.
Continue on to Part 3:

Using GIL-Find to locate books.