

# CLEAN CATALOG

## **LOGGING INTO YOUR ACCOUNT**

1. Navigate to your institution's online catalog.
2. On any page of the catalog, scroll to the bottom of the page.
3. On the left-hand side of the footer, click the "staff login" button
4. Enter your work email address and password to login

## **IF YOU HAVE FORGOTTEN YOUR PASSWORD OR HAVE NEVER LOGGED IN BEFORE:**

1. Follow the above instructions, but click the "reset password" tab when you reach the login portal
2. Enter your work email and click "submit"
3. Check your inbox for a password reset link, which will give you access to the online catalog

**Click here** to watch a video tutorial

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