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**Using OneClickdigital**

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**Creating an Account**

From the OneClickdigital home page click on: **Create New Account**



Fill in:

* Your library card number
* Your first and last name
* Postal Code
* Email Address
* Username (not your email address)
* Password

Click on **Create an Account**



**Checking Out Titles**

* Click on the cover of the book that you are interested in.
* Click on **Checkout Now!**
* If it is not available, you can put the book on hold by clicking on **Hold**



**Downloading Titles**

* Login
* Click on **My Collections**
* Click on **Download Now** next to the title



**Using the OneClickdigital App**

This app is available for iOS & Android.

1. Locate in App store & download (free)
2. Sign-in
3. Find title
4. Checkout & Download
5. If you find that you cannot see your downloaded title, close the app, and then open it again.



**Installing the Media Manager on your home computer**



* From the home page click on **Getting Started**
* Choose the download link
	+ Windows or Mac download
* Follow the steps on your screen.
* Now, when you checkout an audiobook it will appear in the OneClickdigital Media Manager.



**Searching for Audiobooks**

Browse audiobooks by genre by clicking on the **Browse** drop-down menu, choosing a genre, and then clicking the search icon.



To find a particular book you can use the Advanced Search.

1. Click on the **Advanced Search** tab
2. Fill in the information
3. Click on **Search**



**Renewing & Returning Audiobooks**

**To Renew**

* Login
* Click on **My Collections**
* Click on **Renew** next to the title.

**To Return**

* Login
* Click on **My Collections**
* Click on **Return Now** next to the title



**Troubleshooting**

Under the **Contact Us** tab the OneClickdigital website is the company mailing address, phone number and email address are available.

Or you can also visit: **westvanlibrary.ca/ask-us** for assistance.