**Voyager Login & Item Checkout**

1. Once logged into the computer – Go to the start menu

![Start Menu Image]

2. Select Voyager Circulation Module icon as shown here:

    Login with the following: (also taped to the top of the monitor)
    Username: lslimited
    Password: 2lsCIRC*

![Module Icon Image]

3. Select the option for Patron

![Patron Icon Image]

*Patron icon is 2\textsuperscript{nd} from the right*
4. Ask patron for Howard University (HU) ID.

5. Search for patron using Last Name, First Name OR via the barcode on their Howard University ID.

NOTE: Again, some HU IDs are different, especially those of employees at Howard University Hospital. Regardless, look for the barcode to scan or search for patron by Last Name, First Name.

6. Select the patron when S/he is found in the system
7. Select “Charge”
8. Scan the barcode for the item they wish to checkout.
Video Tutorials:
Accessing Voyager http://screencast-o-matic.com/watch/cDQrIBjFaE
Checking out Study Rooms: http://screencast-o-matic.com/watch/cDQrlajFaw