

**CATALOGER'S DESKTOP:
ACCOUNT MANAGEMENT &
LOGGING IN THE FIRST TIME**



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Purpose of this Presentation

- To familiarize you with logging in
- Cover login options
- Explain how to get help
- Answer questions

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Logging into Cataloger's Desktop

- Point your web browser at <https://desktop.loc.gov>
- All users must have their own personal login based on their email address
- If you already have a personal login, you can [skip the next few pages](#)

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Finding out more about logging in

- Go to the Desktop [Training & Tutorials page](#) and download the At-a-Glance Instructions page.

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Login screen



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Use your Library's administrative user name and password

- <https://desktop.loc.gov>
- Enter your Library's administrative user name and password
- Click Login



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Use your Library's administrative user name and password

- Enter your email address
- Create a new Password
- Click Login

Cataloger's Desktop Login

Please type in your Email address and password. If you have not previously set up a login, type in your Email address and your desired password so that a login can be generated for you. Password must be at least 8 characters long. Password must contain at least two out of the three following features: lower case letters, upper case letters, numbers.

Email address / User name
you@yourlibrary.org

Password

Confirm password:

Log me in automatically

Login

Forgotten your user name or password?
Change your password

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General Preferences

- <https://desktop.loc.gov>
- Login and click on the "Preferences" on the right end of the blue ribbon
- You must do this the first time you log in
- Detailed help about setting up Preferences is available online at: www.loc.gov/cds/desktop/help/en/preferences.html

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Need more information?

- Desktop training and tutorials: www.loc.gov/cds/desktop/training
- Desktop online help: www.loc.gov/cds/desktop/help/en/
- Expert user help: desktop-experthelp@loc.gov
- Technical support (including account administration & logons): desktop-info@loc.gov
- Join the Cataloger's Desktop Discussion List listserv.loc.gov/cgi-bin/wa?SUBED1=desktop&A=1
- Customer support (orders & renewals): cdsinfo@loc.gov

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