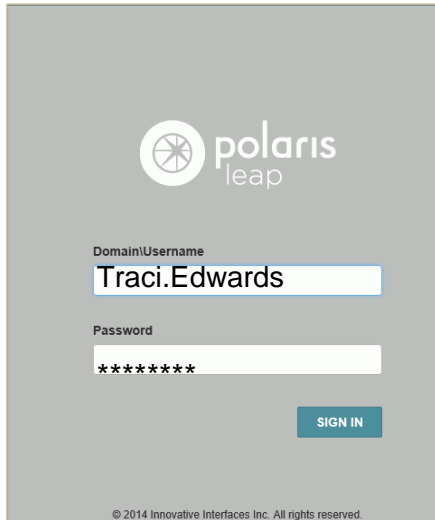


Getting Started with LEAP



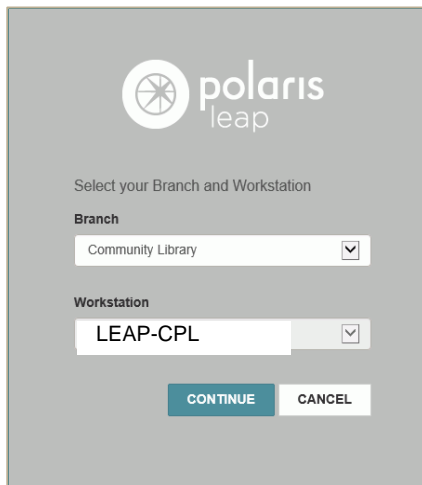
1. LEAP is accessed by going to this web address:
<http://leap.illinoisheartland.org>
(You may want to create a shortcut on your desktop for this address.)

The sign in page opens.

2. Enter your **Polaris user name** in the **Domain\Username** box.
3. Enter your **Polaris password** in the **Password** box.
4. Select **SIGN IN**.

Note: The same user name and password is used for both Polaris and LEAP.

Another page opens where you select your branch and workstation.



5. Select your branch in the **Branch** drop-down list box.
6. Select your LEAP workstation in the **Workstation** drop-down list box--
"LEAP-library 4-letter code".
7. Select **CONTINUE**.

Note: Select this same workstation on all devices accessing LEAP.

The Circulation page opens.



The cursor is in the quick search box.

8. Do one of the following to get started:
 - Select **CHECK IN** to go to the Check In page and scan item barcodes to check items in.
 - Scan a patron barcode in the quick search box to check out.
 - Scan an item barcode in the quick search box.
 - Start entering search criteria to see automatic suggestions for patron and bibliographic records.
 - Select **Find** to use the Find Tool.