

# Setting Up Your New DOCLINE ACCOUNT

## STEP 2: Complete user information form in existing DOCLINE to connect your DOCLINE library to your Google account

- Supply Google account email address from **Step 1**
- Complete form in advance of preview period (mid-summer)

The screenshot shows the DOCLINE user interface. At the top, there is a navigation bar with links for 'User Guide', 'NLM Customer Support', 'Preferences', and 'Log Out'. Below this is a secondary navigation bar with 'Home', 'Requests', 'Serial Holdings', 'Institutions', 'Loansome Doc Patrons', and 'Admin'. A green banner in the center reads 'COMING SOON: New DOCLINE' with a link 'Connect your account today!'. Below the banner is a section titled 'Activity and Status' with a list of items: '129 Requests will be removed overnight if not acted on to', '165 Requests received awaiting completion', '9 Requests were retired unfiled', and '6 Libraries temporarily inactive'. To the right, a 'Sign Up for NEW DOCLINE' form is displayed. The form has a blue header and contains the following text: 'Fill out this form to build an account in the NEW DOCLINE', 'Information supplied will link your Google User Account to your existing library in the redesigned DOCLINE, launching in August. The email address you provide will become your Username in the new system.', 'If you have more than one library, log in to each one separately and complete this form so that your Google account is linked to all libraries for which you are responsible. You may use the same email account for all libraries.', and input fields for 'First Name:', 'Last Name:', and 'Email Address\*\*:' with a red note: '\*\*Email must be linked to the Google account you'll be using for logging into the NEW DOCLINE'. There is a checked checkbox for 'Subscribe me to DOCLINE-L so I can receive occasional emailed updates about the upcoming release of the NEW DOCLINE' and 'Submit' and 'Cancel' buttons at the bottom.

### To Connect your Google account to your DOCLINE Library (or libraries):

1. Go to — <https://DOCLINE.gov> and log in with your existing DOCLINE username.
2. Select Connect your account today! link.
3. Enter your first and last name
4. Enter Google account email address you will use for DOCLINE login.
5. If already DOCLINE-L subscriber, uncheck “Subscribe me to DOCLINE-L”
6. Click Submit.

#### Note:

- Every staff member logging in with a shared DOCLINE username should complete the form to create individual accounts for the redesigned DOCLINE.
- Users actively logging into multiple DOCLINE libraries must complete this process for each library.