Step 2: Download eBooks from Axis360 Select and check out eBook titles using a computer

1. Go to http://fcpsms.axis360.baker-taylor.com or go to the Monocacy Middle School Media Center page at www.momsmedia.weebly.com

2. Click on **Search for a Book** on the left, and then click on the Axis360 Magic Wall graphic.

3. To select and eBook title, click on the book cover, choose the proper format (epub, Blio, or PDF), and then click on one of the following options:

♦ **Check Out Now**: Check out the book immediately. This option results in an automatic checkout period of 21 days.

♦ **Add to Checkout List**: Use this option if you want to select more than one book (2book limit), or if you would like to select a loan period of 21 days

♦ **Add to Wish List**: Use this to save titles that you want to remember, but don't plan to check out immediately.

♦ **Place Hold**: This option will appear if a book is checked out to another user. Select it to place yourself on the list for the next available copy. You will be prompted to enter your email address so that you can be notified when your book arrives. Titles will be held for 3 days.

4. If you created a **Checkout List**, click on **Shopping Cart** (top right) and slide bar to select loan period.

5. Click **Confirm Checkout**

6. Complete Axis360 user profile (first time only

7. Enter your **Library Card ID and PIN** numbers (as follows for FCPS students and staff), and then click **Login**

STUDENTS	STAFF
Library Card ID: FCPSMS + last 2 digits of graduation year + student ID number *Sample 8th Grader:* FCPSMS17XXXXXXXX Our current 8th graders will graduate in 2017 Our current 7th graders will graduate in 2018 Our current 6th graders will graduate in 2019 **PIN**: student ID number (same as lunch number)	**Library Card ID:** FCPSemployee + employee ID number *Sample:* FCPSemployee1234 **PIN:** employee ID number

8. Enter your Blio ID and password, and click **Login**

9. Click **OK** (the title will be delivered to your device)

10. To read, open Blio Reader on your device

11. To sync title, tap **Book Archive** (Android) or **Get Books** (iPad)

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