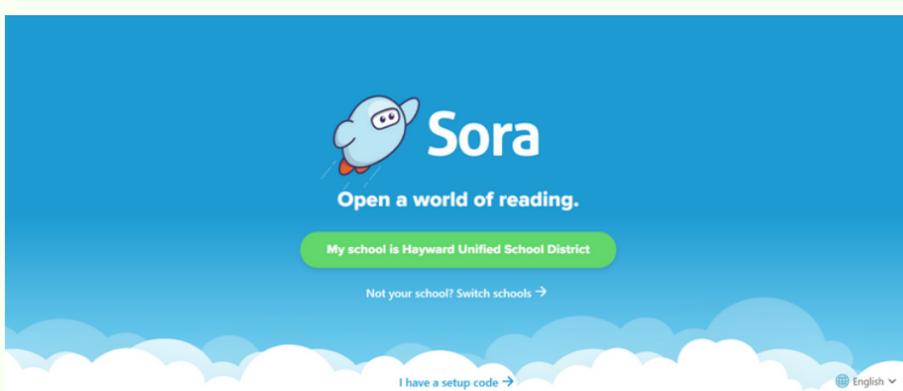# SORA 101

A STEP BY STEP ON HOW TO USE SORA YOUR EBOOK/AUDIOBOOK ACCESS GUIDE
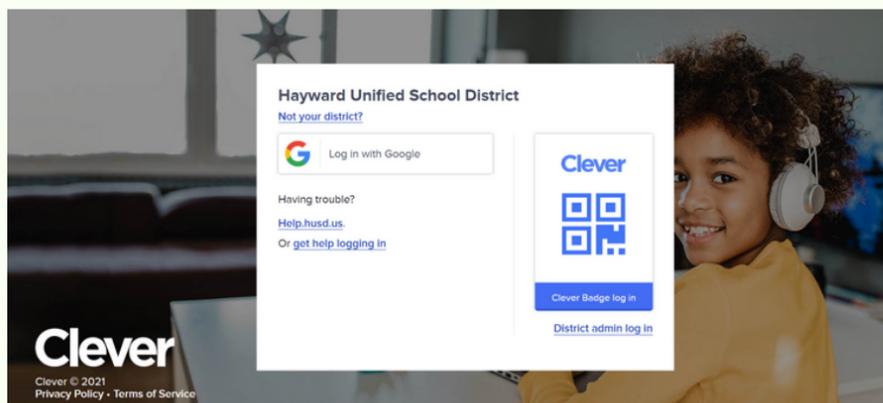
START

Click **HERE** to access SORA
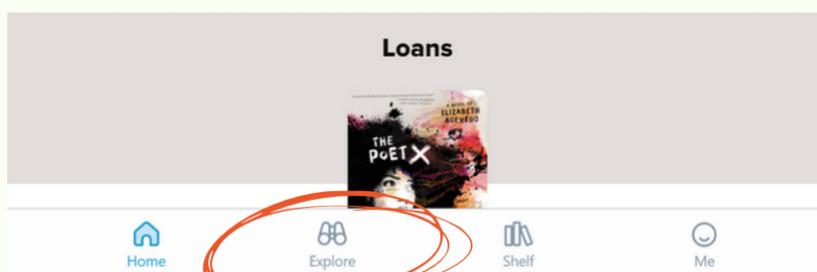Select the school site as **HAYWARD UNIFIED SCHOOL DISTRICT**

LOG IN WITH YOUR CLEVER ACCOUNT

Log in to your **CLEVER** account.
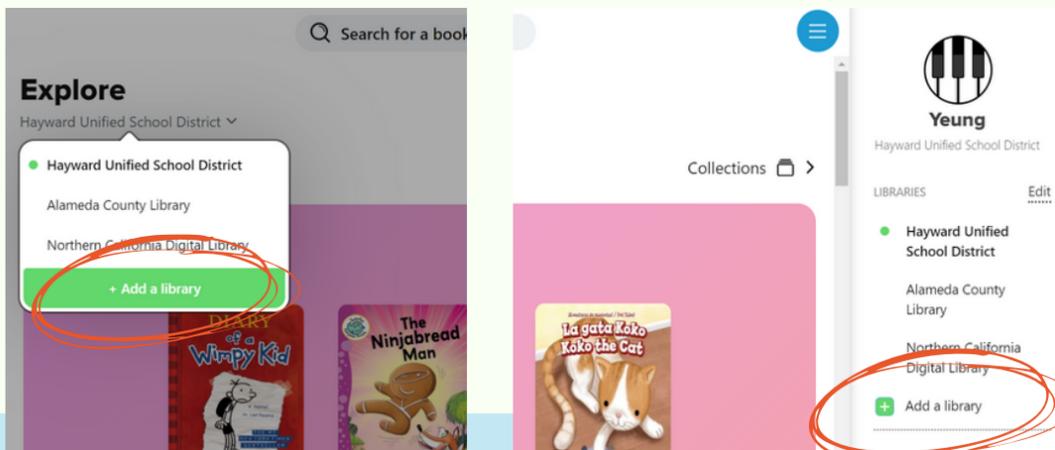Your log-in is your **SCHOOL EMAIL** and the password is LUNCH ID by default.

START EXPLORING!

You are just a few steps away! Click on **EXPLORE** to start looking around the HUSD own collection!
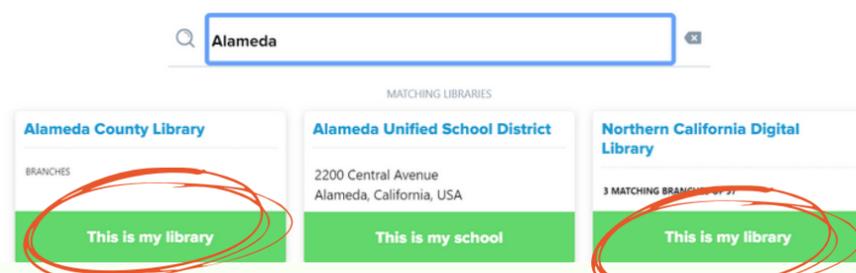

ADD OTHER LIBRARIES

Sora allows you to borrow from other public libraries.
We have access to **Nothern California Digital Library** and **Alameda County Library**! Click on **+Add a Library** to add these libraries!

SORA 101
HOW TO BORROW AN EBOOK OR AUDIOBOOK?

FIND THE BOOK YOU WANT

Check out any book in HUSD collection, and simply click **BORROW**

AVAILABLE? CAN YOU BORROW?

Note the difference. Always Available mean this book is always available for you to borrow without placing a hold.

HOLD

So you want a book, but it is unavailable? No worry. Click **HOLD** to place yourself on the waitlist. You can always check your **SHELF** to see when it will be your turn to borrow!

CANCEL HOLD?

Want to cancel a hold? Click **SHELF** than **HOLD**.
Click on the item you want to cancel, and click **CANCEL HOLD**

RETURN BOOK? RENEW BOOK?

Don't worry about late books anymore (or late fees)! Sora will automatically return books once due!
However, if you want to return it early or extend loaning time, click **SHELF** then **LOAN.** Select the item and click **RETURN** or **RENEW**
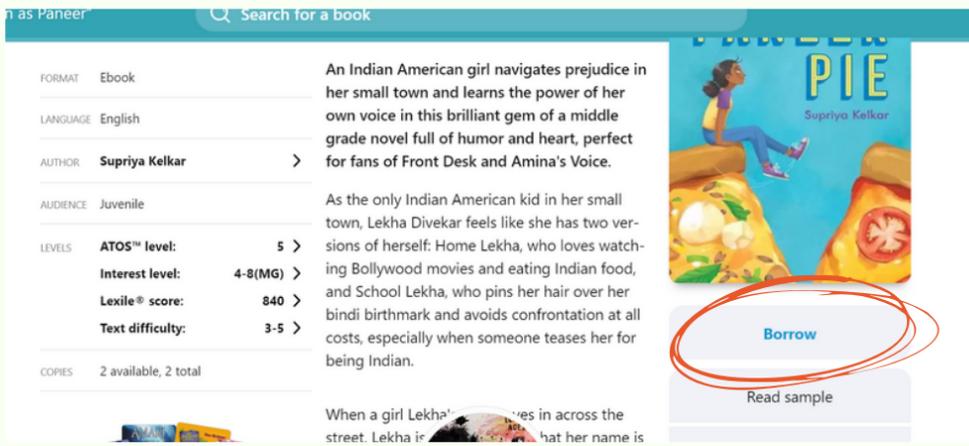
SORA 101

BORROW FROM OTHER LIBRARIES
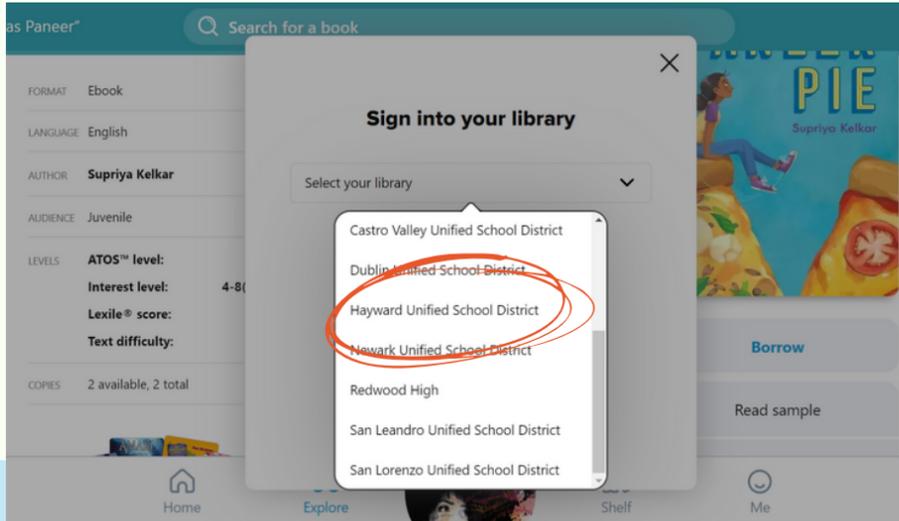## SET UP FOR THE 1ST TIME ONLY

FIND THE BOOK YOU WANT

Check out the book you want from Alameda County Library or Northern Digital Public Library and simply click **BORROW**

1ST TIME ONLY

A popup window will show, select **HAYWARD UNIFIED SCHOOL DISTRICT** **SIGN IN** to your **CLEVER** account to verify.

YOU ARE READY

Check out the book you want!
Have fun treasure hunting!