

Library Services

Accessing the Parent Portal to Insignia Software

Insignia
Software

Email Address

Send Code

Authentication Code

Login

Log in with Parent
Email Address

Click here to finish logging in

Please do not reply to this email.

Authentication Code: 12345678

You can enter the authentication code login into Insignia Library Catalog website click the hyperlink here to login.

[Insignia Security Auto Login URL](#)

Viewing the Child's Account

Loan Reserve Fine Restricted Titles

Smith, Josh

20 Per Page



1

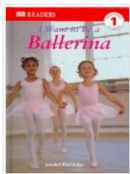


Page 1 of 2

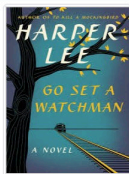
New Titles



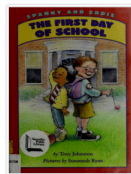
790.1 FOR In



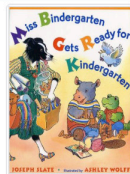
792.8 Bla In



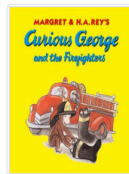
FIC LEE In



E Joh In



E Sla In



E MAR In



E SEU In



FIC Joy In



1



20 Per Page

From this menu the parent may view the items checked out on the child's account as well as any items on reserve and any fines accrued.

Select the child
from the drop
down

Restricting Items

The screenshot shows the 'Restricting Items' interface. At the top, a dropdown menu labeled 'Select your child's name' is set to 'Smith, Josh'. Below it are tabs for 'Loan', 'Reserve', 'Fine', and 'Restricted Titles'. A table with columns 'Title' and 'Author' contains three rows, each with a checkbox in the first column. A search bar with a magnifying glass icon is located to the right of the table. Below the search bar is a 'Restrict' button. Annotations include a blue oval around the child name dropdown, a blue oval around the checkboxes in the table, and a blue oval around the search bar and 'Restrict' button.

Select your child's name: Smith, Josh ▼

Loan Reserve Fine **Restricted Titles**

	Title	Author
☐		
☐		
☐		

Search: Title ▼ high fidelity 🔍

Restrict

Select the titles you want to restrict

1. Select the child associated with the account from the dropdown at the top left.
2. Search for an item using the search bar.
3. Select any or all items in the bottom grid.
4. Restrict the selected items using the button on the right.

Unrestricting Items

The screenshot shows the 'Unrestricting Items' interface. It has the same top section as the previous one, with the child name dropdown set to 'Smith, Josh' and the 'Restricted Titles' tab selected. The table with checkboxes is present. The search bar is set to 'high fidelity'. The 'Unrestrict' button is highlighted with a blue oval. Annotations include a blue oval around the checkboxes in the table and a blue oval around the 'Unrestrict' button.

Select your child's name: Smith, Josh ▼

Loan Reserve Fine **Restricted Titles**

	Title	Author
☐		
☐		
☐		

Search: Title ▼ high fidelity 🔍

Unrestrict

Select the titles you want to unrestrict

Restrict

Select the titles you want to restrict

1. Select any or all items in the top grid.
2. Unrestrict the selected items using the button on the right.