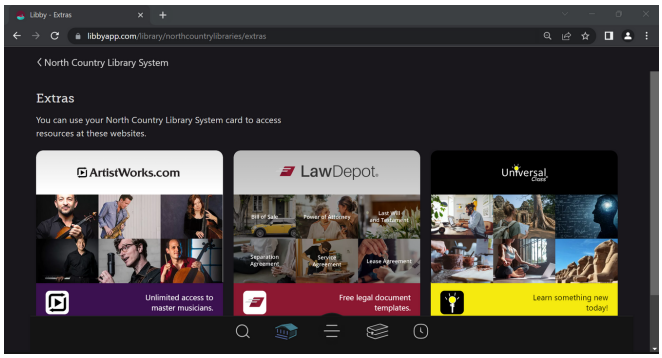
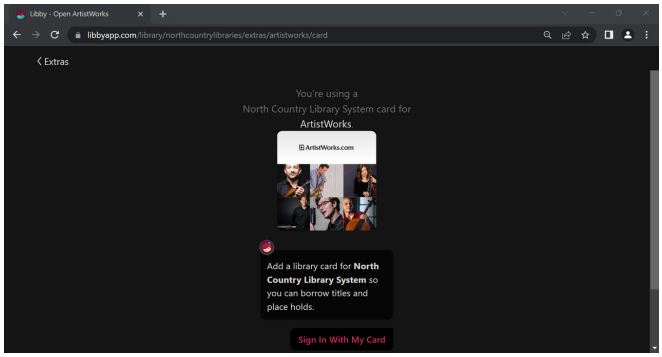
How to Guide



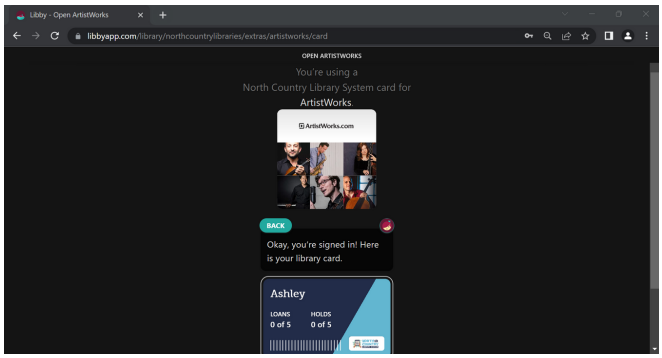
ACCESSING ARTISTWORKS

Go to ncls.org and click on the ArtistWorks logo in the right side column.

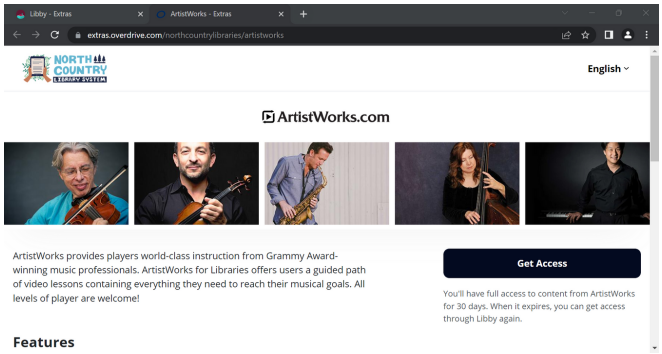
On the page that opens, you will need to click on ArtistWorks again.



Then click on Sign In With My Library Card.

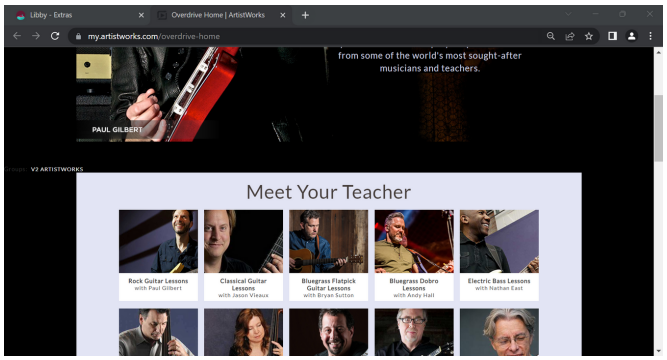


Enter your library card number and PIN. You will need to click Next a few times to continue. Typically, your PIN is the last four digits of your phone number.



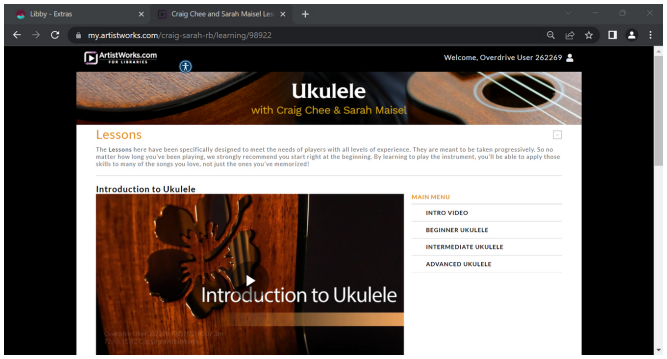
Click on Open, then Get Access to continue to ArtistWorks. From here, you have access for 30 days and will then need to sign in again using the steps on this page.

FUN FACT: THERE ARE CLASSES LIKE BEGINNER UKULELE THAT ARE HANDY FOR A CAREER IN LIBRARIES!



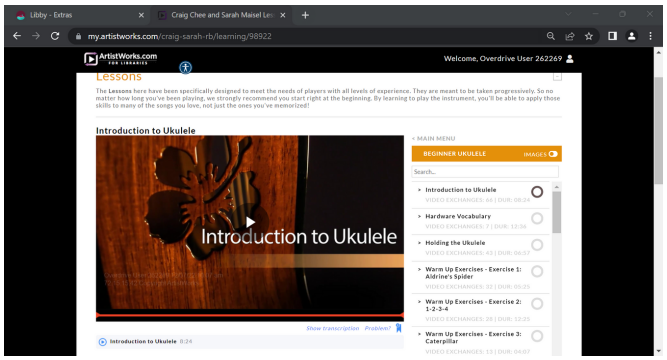
Navigation

All of the available lessons are listed on the homepage. To find one of interest, simply scroll down!



Once you find lessons of interest, click on them to enter. The menu bar on the right side of the page lists all of the available lessons for your instrument and level.

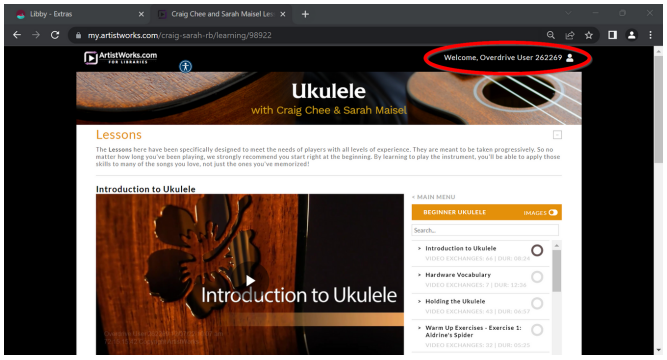
Note - you may need to click on the topic headings within the menu to open up each individual lesson.



Tips and Tricks

Notice the dark and light circles near each lesson name. The dark circles indicate a completed lesson, and the light circles indicate those that are not yet viewed.

These circles are helpful because they help you remember where you left off in your lessons. ArtistWorks does not have a 'pick up where you left off' type of feature on their homepage. Instead, you need to navigate to the lessons each time you access ArtistWorks. As long as you're inside your 30 day window, it will remember what lessons you've already viewed within each instrument!



REMIND USERS NOT TO USE THE LOG OFF BUTTON! This will bring up the Log In screen, and ask for users to Sign Up for an account. This prompts them to pay for an account, which is not necessary - NCLS has already paid for the subscription so that patrons do not have to pay extra to access ArtistWorks.