To use **Overdrive Digital Library**, follow these steps:

1—Log into your students school district email account using their assigned email and password at www.google.com and click on gmail at the top right of page

Type in Email: first name.last name@s.seviersd.org
    (Example for student named Jane Doon—
jane.doon@s.seviersd.org

Type in Password: first initial of first name, first three initials of last name, then lunch number
    (Example for student named Jane Doon with lunch number 54321—jdoo54321

2—Click on email address at top right corner so the sign out box drops down—Click on **My Account** in the blue box

3—Click on **Sign-in & security** on the left of screen

4—Scroll down toward the bottom of the page to the box on the right titled **Allow Less Secure Apps** and click the button on the right to turn it on—this allows access to Overdrive Digital Library through your students email—you may not be able to access Overdrive unless you follow this step

5—Sign out of the student's gmail account to activate the changes

6—Now go to one of the following links for Overdrive Digital Library
**cuesut.libraryreserve.com** or **cues.lib.overdrive.com**

7—Select the school your student attends from the list (Ashman Elementary)

8—Sign in using your student's assigned email and password (described above)

9—Click on Settings on the right—For elementary students, we ask that you change the lending period on the left side to 7 days, but it is your choice to borrow items for 7, 14, or 21 days

10—Once you are signed in, if you need help with steps to do specific actions, see the help at the top of the page, or go to **http://help.overdrive.com/**

11—To check an item out, hover or click on the cover of book—select **Borrow** if the item is available and it is checked out to your account—select **Hold** to put an item on hold—to see what you have checked out select Bookshelf or Account

12—Explore the different parts of Overdrive Digital Library to learn about all the books there are to enjoy: Account, Settings, Levels, Subjects, Reading Level, Collections, etc...

Let me know if this was helpful! Email me at:

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