Creating an ILL request using a blank form

1. Visit the library's page (https://gustavus.edu/library/).

2. Open the **Page menu icon** and then click the **My Library Account** link.


3. **Log in** using your Gustavus issued credentials.

4. Click on the **Requests tab.**

5. Click on the **Create Request** button.
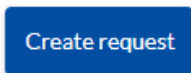
6. Choose which type of request form you need, then fill out the fields as completely as possible. Fields with an asterisk (*) are required. When complete, click on the **Submit Request** button at the bottom of the form.

7. A **Request submitted** message will appear at the bottom of the screen to indicate your successful submission.
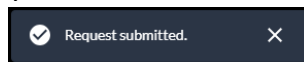
8. Track the progress of your request in the **Requests** tab of your Account.

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