LibAnswers v2 Login Instructions

1. Go to the library homepage: http://www.mssu.edu/library/
2. Click on the LibAnswers-FAQs link on the left side of the page.

3. Scroll down to the bottom the LibAnswers homepage and click on the My Admin link in the green footer.

4. Type in the Username and Password as indicated in the below image. Everyone at every workstation will use this same login information.

5. Once on the LibApps Dashboard page, click on the blue LibApps, down arrow in the orange header at the top of the page and select, LibAnswers & LibChat
6. On LibAnswers Homepage, click on the **Add Transaction** in the header then, Add Transaction.

7. Log in to Chat and add transactions as you did in v1.

*Please remember to ‘Go Offline’ with Chat before logging off any workstation.*