



Accessing the Parent Portal

Logging In

Log in with email address

The login form features the Insignia logo at the top. Below it, there is a text input field labeled 'ParentEmailAddress' with a red arrow pointing to it from the 'Log in with email address' callout. Underneath this field is a 'Send Code' button. Further down is another text input field labeled 'Authentication Code' with a 'Login' button to its right.

Please do not reply to this email.

Authentication Code: 56238161
You can enter the authentication code i
login into Insignia Library Catalog webs
click the hypelink here to login.

[Insignia Security Auto Login URL](#)

Click here to finish logging in

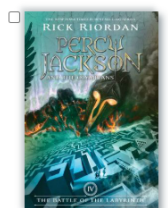
Viewing the Child's Account

My Account/My Borrowing/Loans

Smith, Junior 20 Per Page

Loan Reserve Fine Restricted Titles

Page 1 of 1 of 2 Items



Battle of the Labyrinth /, The
Due Date: 2025-09-02



The sea of monsters
Due Date: 2025-09-02

Select the child from the dropdown

Select All Renew All Renew Save MARC

Page 1 of 1 of 2 Items

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.

Restricting Items

My Account/My Borrowing/Restricted Titles

Select your child's name Smith, Junior Library: Madison

Loan Reserve Fine **Restricted Titles**

☐	Title	Author	Unrestrict
☐	The Big Book Of Sea Monsters (Scary Looking Sea Animals)		Select the titles you want to unrestrict
☐	Bride of the Sea Monster		
☐	Percy Jackson and the Olympians: The Sea of Monsters		
☐	The Sea of Monsters.	Riordan, Rick.	
☐	The Sea of Monsters		
☐	The Sea of Monsters		
☐	The Sea of Monsters: Percy Jackson and the Olympians: The Graphic Novel.	Venditti, Robert.; Futaki, Attia.; Riordan, Rick.	
☐	The sea of monsters	Riordan, Rick;	
☐	The sea of monsters	Riordan, Rick;	

Search for books Title high fidelity

☐	Title	Author	Restrict
☐	High Fidelity		Select the titles you want to restrict
☐	High Fidelity (Original Broadway Cast Recording)		
☐	High Fidelity, Part 1		
☐	High Fidelity, Part 2		
☐	Low Tide, High Fidelity		

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

My Account/My Borrowing/Restricted Titles

Select your child's name Smith, Junior Library: Madison

Loan Reserve Fine **Restricted Titles**

☐	Title	Author	Unrestrict
☐	The Big Book Of Sea Monsters (Scary Looking Sea Animals)		Select the titles you want to unrestrict
☐	Bride of the Sea Monster		
☐	Percy Jackson and the Olympians: The Sea of Monsters		
☐	The Sea of Monsters.	Riordan, Rick.	
☐	The Sea of Monsters		
☐	The Sea of Monsters		
☐	The Sea of Monsters: Percy Jackson and the Olympians: The Graphic Novel.	Venditti, Robert.; Futaki, Attia.; Riordan, Rick.	
☐	The sea of monsters	Riordan, Rick;	
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☐	High Fidelity, Part 1		
☐	High Fidelity, Part 2		
☐	Low Tide, High Fidelity		

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