

Subject: ASD Media Catalog Online

The ASD Media Catalog is now online. No more big, red notebooks. You may now access, search, and request media on-line from your own computer.

To Use the new on-line system:

Go to <http://media.asd.k12.ak.us>

To schedule Media:

In the **client** box enter the last 6 digits of your social security number.

In the **password** box:

If it is the first time you have accessed the system enter Your School's main phone number and follow the directions for changing your password **otherwise use the password you have previously set up.**

If you are **new to the Anchorage School District** you will need to contact Media Resources (742-6000) and they will assist you in setting up your account

If you are **new to your school from another ASD school**, use your old school phone number if the Bartlett number does not work. Once you have changed to your unique password, click **Options Menu** and under **Update**, click **Profile**. Change the school to and update your email address. Finally click **Submit**. (If you are still having problems, call Media Resources at 742-6000)

This catalog presents a complete listing of the instructional materials available from the Anchorage School District Audio-Visual Center.

NOTE: The AV Center is now located at the Boniface Center. If you have questions regarding the web site, see a library staff member or call Media Scheduling, 742-6000 or email info@media.asd.k12.ak.us