



# Quick Start Guide

## Creating an L2 Account



### Who can have an L2 account?

Any Illinois library staff member or library trustee.

### How do I sign up?

1. Visit [librarylearning.org](http://librarylearning.org)
2. Click **Login** → **Create an Account**
3. Fill out your information
4. Add your library affiliation
5. Verify your email address

*it's easy!*



### Need help?

Visit the **L2 Help** section of the website ([librarylearning.org/help](http://librarylearning.org/help)) to view instructions and FAQs or contact [help@librarylearning.org](mailto:help@librarylearning.org).

### Why should I have an L2 account?



Register for webinars, workshops, networking events, and more



Find colleagues at other libraries



View library delivery information, contacts, websites, and more



Get access to exclusive parts of the RAILS website



Library Directory & Learning Calendar (L2) is the statewide calendar of library-related events and a directory of Illinois libraries.



# How to Create an L2 Account

## Find out if you already have an L2 account

1. Go to [librarylearning.org](http://librarylearning.org) and click the “Log In” button at top.
2. Click the “Forgot Your Password?” link.
3. Enter your email address and click “Submit.”
4. If you have an account under that address, L2 will send you a password reminder.

## Create an L2 account

1. Go to [librarylearning.org](http://librarylearning.org) and click the “Log In” button at top.
2. Click the “Create An Account” link.
3. Enter your name, email, and password and click “Create New Account”.
4. Complete and save the “Add Location” form on the next screen.
5. Verify your email address through the link that L2 sends.
6. RAILS will confirm your library affiliation to fully activate your account.



## Update your L2 account

1. Go to [librarylearning.org](http://librarylearning.org) and click the “Log In” button at top.
2. Enter your email address and password to log in.
3. In the top menu, select Account > My Dashboard.
4. Use the “Affiliate With A Location” button to add a library affiliation; use the “Edit” link in an existing affiliation box to change or delete.
5. Use the “Edit User Account” button to update your email address, password, or first/last name.

## Update your library’s profile

For directors  
and staff with  
elevated access  
permissions

1. Go to [librarylearning.org](http://librarylearning.org) and click the “Log In” button at top.
2. Enter your email address and password to log in.
3. In the top menu, select Directory.
4. Search the directory to find your library, and click the building name to go to its profile page.
5. On the building’s profile page, click the “Edit” tab.

Find additional instructions for managing your account and library profile at [librarylearning.org/help](http://librarylearning.org/help).