Session Agenda

This session will provide an overview of the Aeon patron web interface functionality, including:
- Patron Registration
- New Request and Order Placement
- Additional Transaction Management Options

Hands-On Exercises

Register as a Patron
1. Open a web browser to the Aeon web interface – https://scpatron.lib.uiowa.edu
2. Click the Login button in the Non-University of Iowa Researchers box
3. On the Logon page, click Create an Account
4. After reading the Registration Policies page, click the checkboxes in the Reading Room Access and Materials Use and underneath Frequently Asked Questions
5. Then click the First Time Users Click Here button
6. Fill in the registration form using a made-up name and user information but with your real email address and click the Submit Information button at the bottom of the page

Place Reading Room Requests

Manual Requesting
6. From the Main Menu, click on the New Request link
7. Click on either the Printed Materials or Manuscripts link at the bottom of the page
8. Fill in the information for an item, noting the required fields
9. Select the Schedule Retrieval option and from the pop-up calendar select a date of tomorrow
10. Click the Submit Request button

Catalog Requesting
11. Open a new browser tab and navigate to:
12. Search for an item located at your library and click Request This Item Via Aeon
13. On the Aeon Request form, review the information that was carried over from the catalog
14. Select the Schedule Retrieval option and from the pop-up calendar select a date of tomorrow
15. Click the Submit button
16. Repeat steps 11-14 to submit additional requests
Place Duplication Orders

**Manual Requesting**
17. From the Main Menu, click on the **New Duplication Order** link
18. Click on either the **Printed Materials** or **Manuscripts** link at the bottom of the page
19. Fill in the information for an item, noting the required fields
20. Complete the additional information required for a duplication order in the Duplication Details section, noting the required fields
21. Click the **Submit Request** button

**Catalog Requesting**
22. Open a new browser tab and navigate to:
23. Search for an item and click **Request This Item Via Aeon**
24. On the **Request** form, click the **Switch to Printed Materials Duplication Form** or **Switch to Manuscripts Duplication Form** button
25. Fill in the additional information required for a duplication order in the Duplication Details section, noting the required fields
26. Click the **Submit** button
27. Repeat steps 22-25 to submit additional requests

**Edit a Request**
28. Click on **Outstanding Requests** on the left-hand menu under **Requests**
29. Open a reading room request (Status of Awaiting Request Processing) by clicking on the transaction row
30. Click the **Edit Request** link and add a note to the **My Notes** field on the request
31. Click the **Submit Request** button

**Clone a Request and Save It for Later**
32. Click on **All Requests** on the left-hand side under **Requests**
33. Open a reading room request by clicking on the transaction row
34. Click on the **Clone Request** link
35. In the new request form, select the **Keep for My Review** toggle option
36. Click the **Submit Request** button