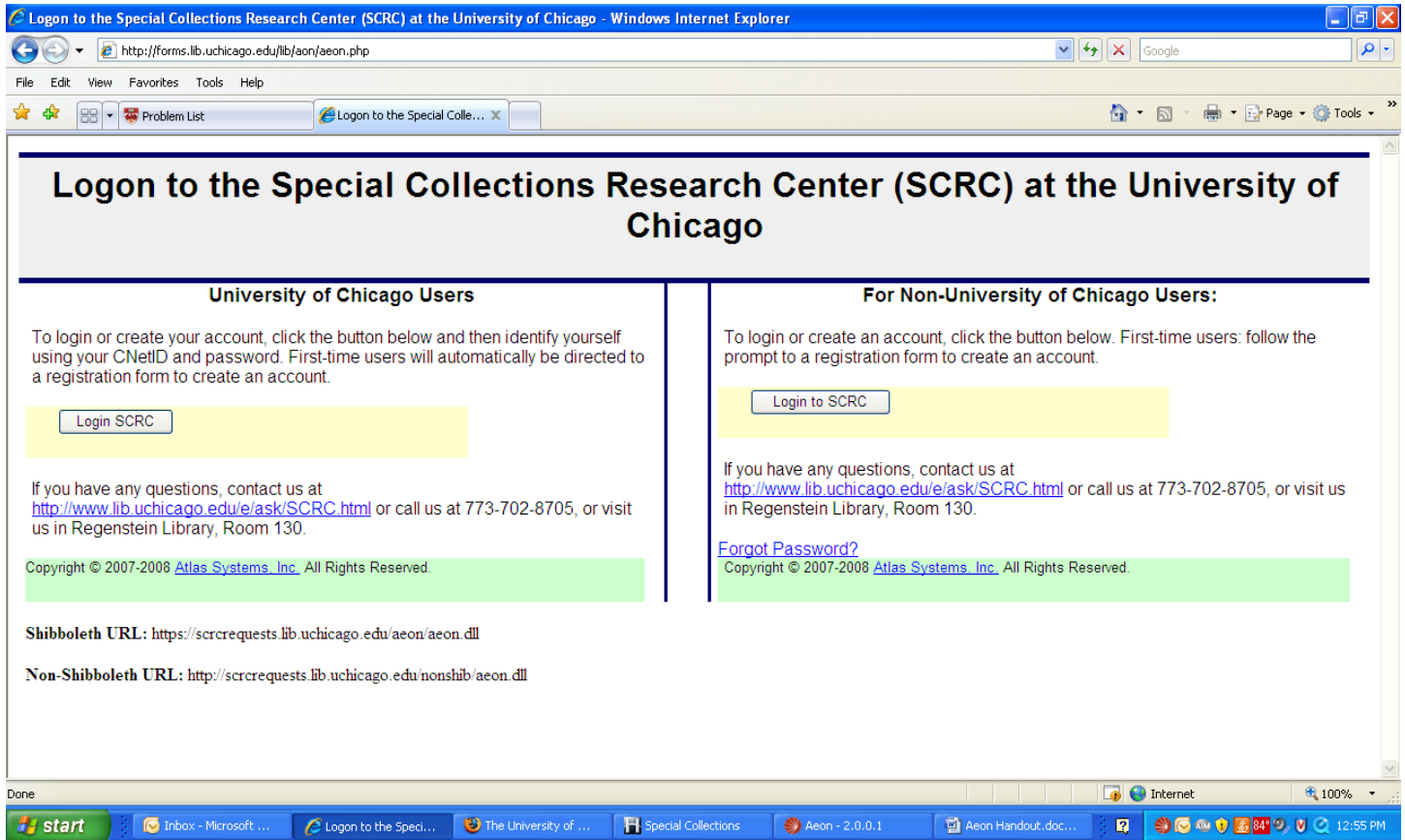


# How to set up a new account in the Special Collections Research Center's online request system

Go to:

<http://forms.lib.uchicago.edu/lib/aon/aeon.php>

If you are a **First Time User**, click on the side that applies to you: **University of Chicago Users** or **For Non-University of Chicago Users**.



## University of Chicago Users:

- Sign in using your CNetID and password
- Read the sections: *Using the Special Collections Research Center (SCRC) Reading Room and Policies Governing the Use of Archives, Manuscripts and Special Collections*
- Fill in the Patron Registration Form
- Click the **Submit Information** button
- You are now set to start submitting requests!

## Non-University of Chicago Users:

- Click the **Login to SCRC** button
- Click the **First Time Users Click** button
- Read the sections: *Using the Special Collections Research Center (SCRC) Reading Room and Policies Governing the Use of Archives, Manuscripts and Special Collections*
- Fill in the New User Registration Form and create a user name and password
- Click the **Submit Information** button
- You are now set to start submitting requests!

Once you have completed the registration, you can sign into the SCRC online request system from the link above using the **Login to SCRC** button on the appropriate side.