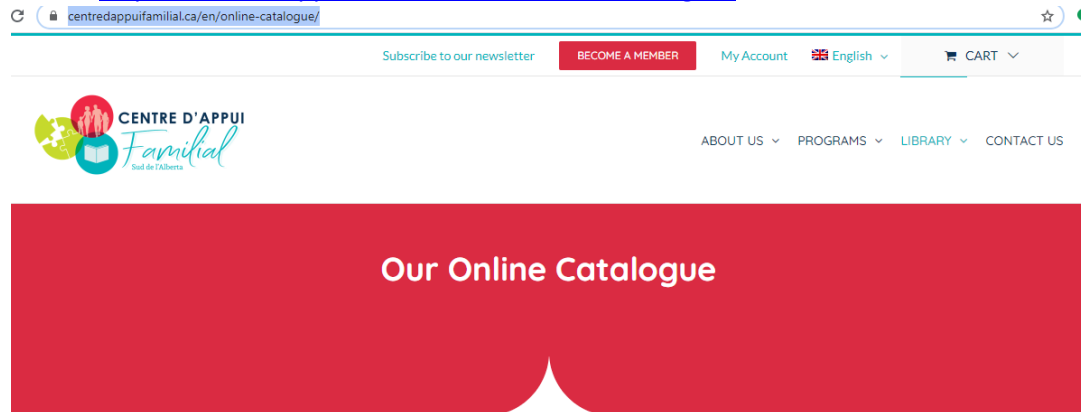


Le bien-être
de votre famille
avant tout.

How to reserve items from the Centre d'appui familial by computer

1. Go to our website <https://centredappuifamilial.ca/en/online-catalogue/>

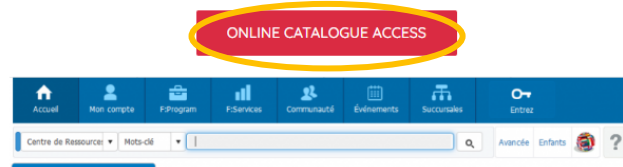


2. Click on **Online Catalog Access** button which will take you to the site <https://fpfa.insignails.com/Library/Home>

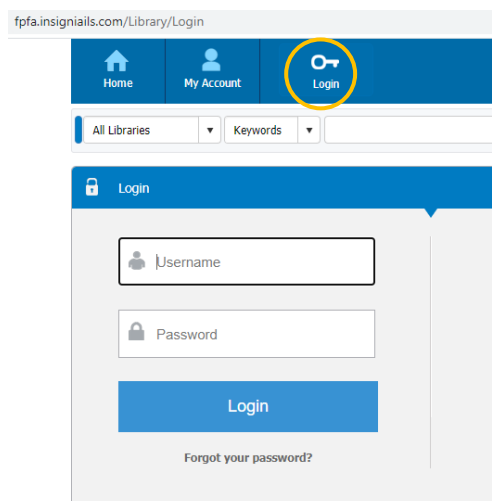
Use our online catalogue to search, to check the return date of your borrowed items, to reserve books and to renew your items (twice).

To access our online catalogue, click below

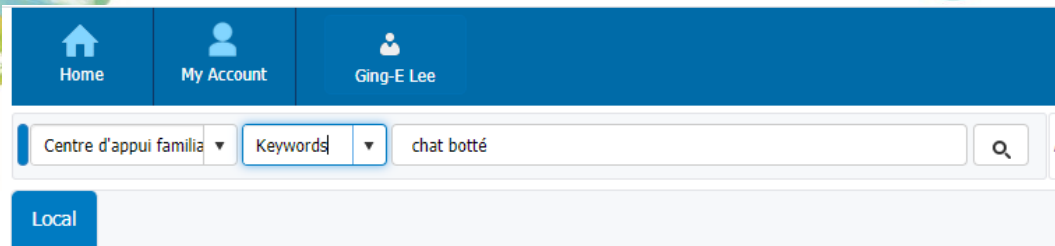
(Accessible by computer only. We are currently working on a cel phone solution.)



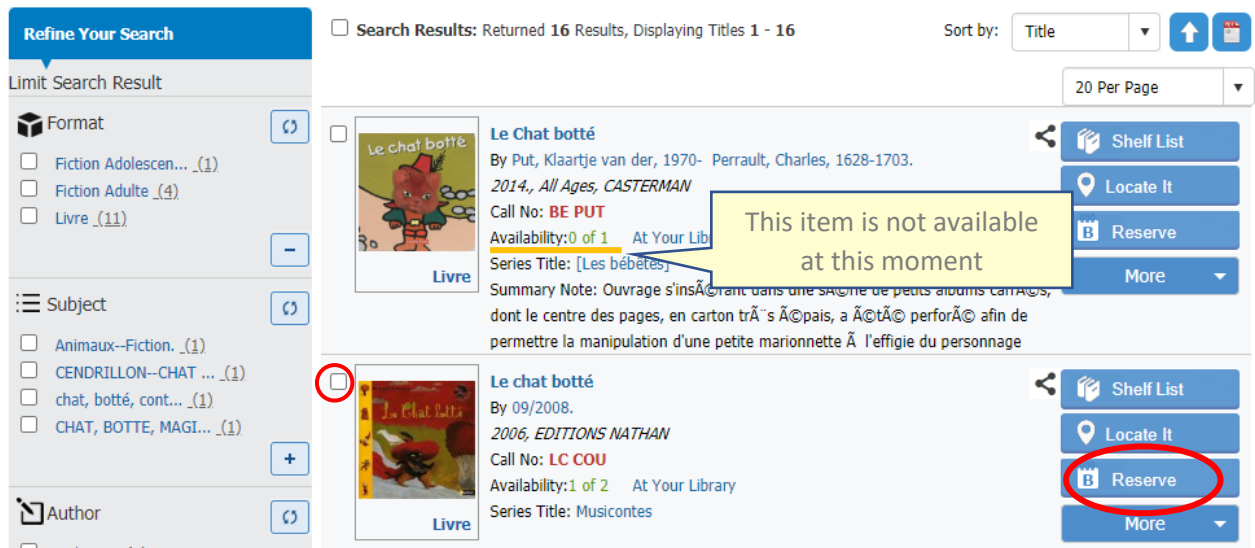
3. Click on **Login** then entre your **Username** and **password** (generally the username is your first name + 1st letter of the last name. eg Anne Marin, the username is AnneM. The password is the last 4 digits of your phone number) Contact us by email info@cdafsa.ca , if you are unsure of your username and password.



4. Enter your keywords to search for your resource



5. Select the resource of your choice then click on **Reserve** button. (Please, check **Availability** of the item before selecting it. You may be able to reserve an item which is unavailable, but you will need to wait until the item becomes available.)



6. To see your reservation list, click on **My account** then **My borrowing**, then **Reserves** button. (Choose **Loan** if you would like to see your list of current loans)

