

Booking Items in Insignia



Insignia Library is our new and improved online booking catalog system for circulating books, videos, art prints, models, kits, CD-ROMs and more, that can be delivered to your school's doorstep or picked up.

1

Log in to the MCOE Portal using your school Google Login at: <https://portal.mcoe.org>



2

Click the Insignia button to take you directly to the Insignia library.



3

Make sure your browser is not blocking pop-ups for Insignia. You will need to allow pop-ups for Insignia in order to book items. Once done, click "Login". It may take a few seconds to log you in.



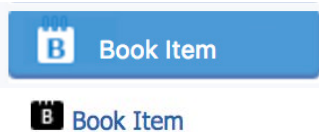
4

Search for items using the search bar.




5


Click the "Book Item" button next to the item you would like to check out. **If you do not see these icons then you have a blocked pop-up - follow step 3.**



6

Set your reservation dates, number of copies, and your method of delivery.

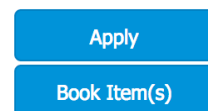
Request From: 

Request To: 

Delivery Pickup

7

Click "Apply" to set your options and then "Book Item(s)" to initialize your check out reservation for that item.



Please contact us if you are not able to log in with your Google account