

Directions for MackinVIA

Updated September 2020

How Do I Find MackinVIA?

- Go to rockyrunms.fcps.edu/library. Click on the MackinVIA button. **OR**
- In Destiny Discover, click on MackinVIA in the Learning Links at the top. **OR**
- On your FCPS laptop, click on the start button and go to M. Click on MackinVIA.
- Did you know? You can download the MackinVIA app to any device from the Google or Apple Store.

How to Log In

- You may be asked to type in your school (Rocky Run Middle School)
- Click the blue Fairfax County button.
- Log in with your fcps schools account (the same as Google and your laptop)
- Your name will appear in the top gray line next to the backpack icon.

Browse and Checkout Books

- Use the search bar at the top if you are looking for a particular title. **OR**
- On the left sidebar, click Categories.
- Click on a category to see titles that are that type of book. **OR**
- On the left sidebar, click Groups to see what RRMS Librarians recommend.
- Click on a book to read more.
- Preview by clicking Open Now.
- Click Checkout to check out the book.

Find Your Checkouts or Check Your Account

- Login to your account (see above).
- Click on the gray backpack next to your name in the top right corner.
- Click Checkouts.
- To keep reading, click Open Now.

Renew a Book

- You cannot renew books in MackinVIA.

Request a Book/Put a Book on Hold

- Find the book you want.
- Click Request.
- When your book is ready, an email will be sent to your fcps schools account.
- You have 7 days to check out your hold before it goes to the next person.
- To check out a hold, login to your account and click the backpack.
- Click Requests, find the book, and click Checkout.
- **TIP:** If you have the MackinVIA app, you will receive a pop-up notification when your hold is ready (when your wifi/data is turned on)

Find Recommended Books

- On the left sidebar, click on Groups.
- Choose Ms. Bickford's Top Picks, Ms. Grover's Top Picks, or another Group.

Return a Book

- To return a book when you are done, Find Your Checkouts (above).
- Mouse over the book cover and click Return.
- Books automatically return in 3 weeks.

Bookmark Pages

- Bookmarks are helpful to keep your place as you are reading - just like regular bookmarks!
- Find Your Checkouts
- Choose your book and click Open Now.
- Click the bookmark icon on the top of the page.

Need more help? Email RockyRunMSLibrary@fcps.edu.

A librarian will respond as soon as possible!

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- To remove a bookmark, click the bookmark again.

Favorite a Book

- Login to your account.
- Search or browse for books.
- Click on the white heart icon or click Add to Favorites.
- To find all of your favorites, click on the backpack at the top right.
- Click Favorites.
- To remove a Favorite, click the white heart button - the book will disappear.
- Favorites can be used to keep track of books you have read or books you would like to read one day.

Rate a Book

- Search for a book using Categories, Groups, or by typing in the title to the search bar.
- Click on the *i* to get more information.
- Underneath the description of the book, there are 5 empty stars.
- Rate the book by filling in the empty stars.
- TIP: If you're looking for a book, click on the word **Ratings** to see how other readers rate that book.

Tips and Tricks

- **Advanced Search:**
 - Click on a Category or Group.
 - At the bottom of the left sidebar, there are lots of ways to narrow your search.
 - Click Available to take out all the books that are checked out already.
 - Click on Number of Pages to narrow the titles based on size.
 - Click on Date of Publication to get only newer books.
- **Sort/Filter Results:**
 - Use the gray bar at the top of the results and click the button that looks like a bulleted list to change the format of the book titles.
 - You can click on Resource A-Z to change how the results are formatted. Try Author A-Z, Newest, or Highest Rated.
- **Groups:**
 - Use the sidebar on the left to click Groups.
 - Find books that are only available for students/staff at RRMS, Popular Series, books that are Always Available, and more!
 - You can still use the Advanced Search in Groups!

Need more help? Email RockyRunMSLibrary@fcps.edu.
A librarian will respond as soon as possible!