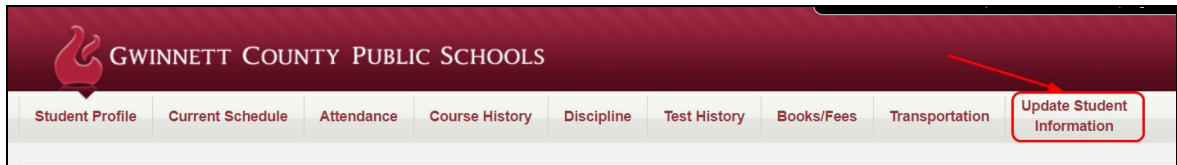


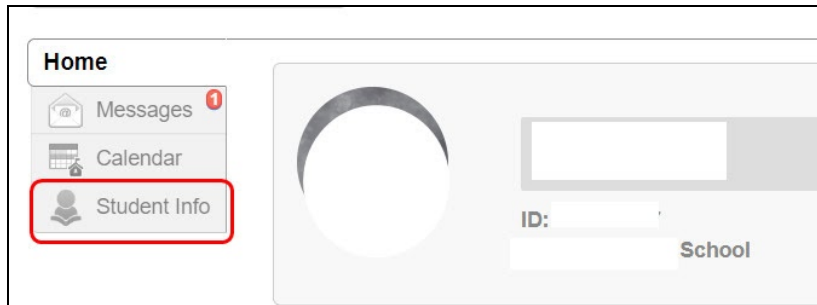
Branchout Sign Up Using Parent Portal

Parents who are interested in signing their child up for a Gwinnett County Library Card can follow these instructions. The benefits for students is access to all digital resources including the Libby ebook app, research databases, free digital courses, and much more!

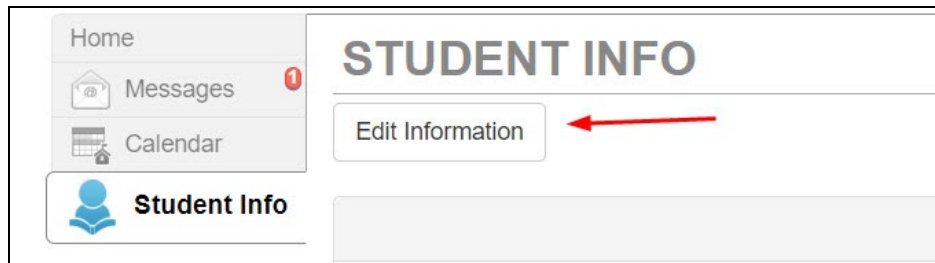
Step One: Sign into the Parent Portal. Click on the Update Student Information tab.



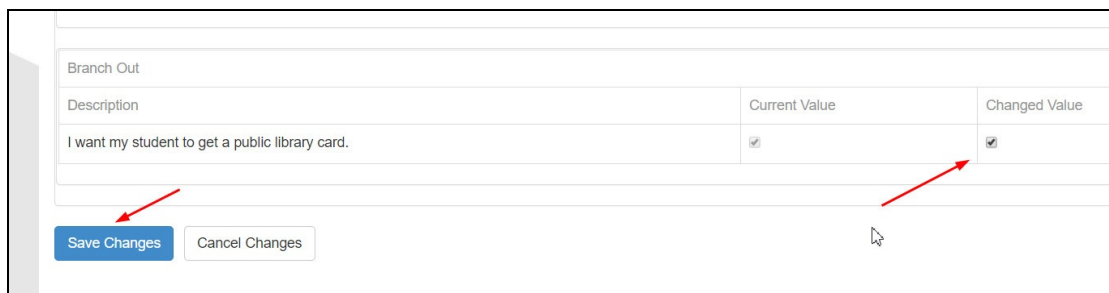
Step Two: Click on the Student Info button on the left hand menu next to the student picture and name.



Step Three: Click on the Edit Information button.



Step Four: Scroll down to the bottom of the screen. Click on the checkbox listed under “Changed Value.” Click on Save Changes. *If the “Current Value” box is already checked, then your child already has a Gwinnett Public Library account.



Step Five: The student will be given a GCPL account, usually within a few days.

Students will use their student ID as username and their birthday (MM/DD) as their password when logging into the Gwinnett Public Library site or when using the Gwinnett Library's Libby app to read ebooks.