Login for Returning Users of Desktop

Steps:
1. Point your web browser at: https://desktop.loc.gov
2. Enter your User ID and Password.

Login for New Users of Desktop

New subscribers must set up a personal login.

Steps:
1. Enter your institution’s Cataloger’s Desktop institution administrative user name and read-only password. Select Login
2. This will take you to second login screen where you will create your personal Cataloger’s Desktop login. Enter your email address and a password that is meaningful to you (and that you will remember). The password must be at least 16 characters long, include upper- and lower-case letters, numerals, and a special character. Confirm your password. Select Login
Setting up Preferences

Steps:

1. Select **Preferences** on the ribbon.

2. Select **General preferences** and make your selections. When finished select the **Apply** button.

3. Select **RDA preferences** and enter your *RDA Toolkit* Username and Password if you are subscribed to that product. Select the **Apply** button.

4. Select **Resource preferences** to begin the process of choosing which resources you will routinely consult. Uncheck any types of materials you do not routinely catalog. Select the **Apply** button.
5. Select the **Table of Contents preferences** page. This will show you the Desktop resources that match your **Resource preferences** choices. You now have an opportunity to check or unchecked the resources you want to use. 

The **All Resources** selection includes over 318 cataloging tools, many, if not most, you will not use. If you have chosen the material type/s you catalog in the **Resource preferences** above, you will see there are fewer resources checked centered on the types of materials you selected.

![Image of Table of Contents preferences]

6. When you have completed selecting all of your chosen resources, select the **Apply** button. Close the Preferences dialog by clicking the X in the upper right corner of the **Manage preferences** box. You are ready to use **Cataloger’s Desktop**!

![Image of Cataloger’s Desktop]

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