



Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083

Getting Started in BLUEcloud Circulation Cheat Sheet

Last updated: August 14, 2025

Contents

Logging In	1
Getting Started	2
Navigating BLUEcloud Circulation.....	4

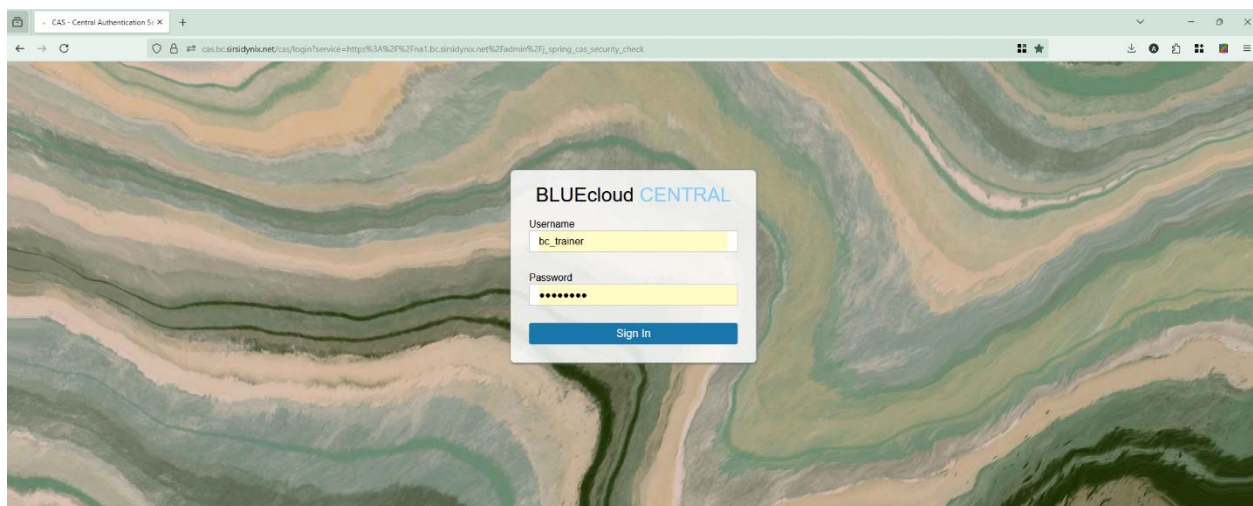
Logging In

To use BLUEcloud Circulation you must log in to BLUEcloud Central. Enter the Username and Password RSA has provided you.

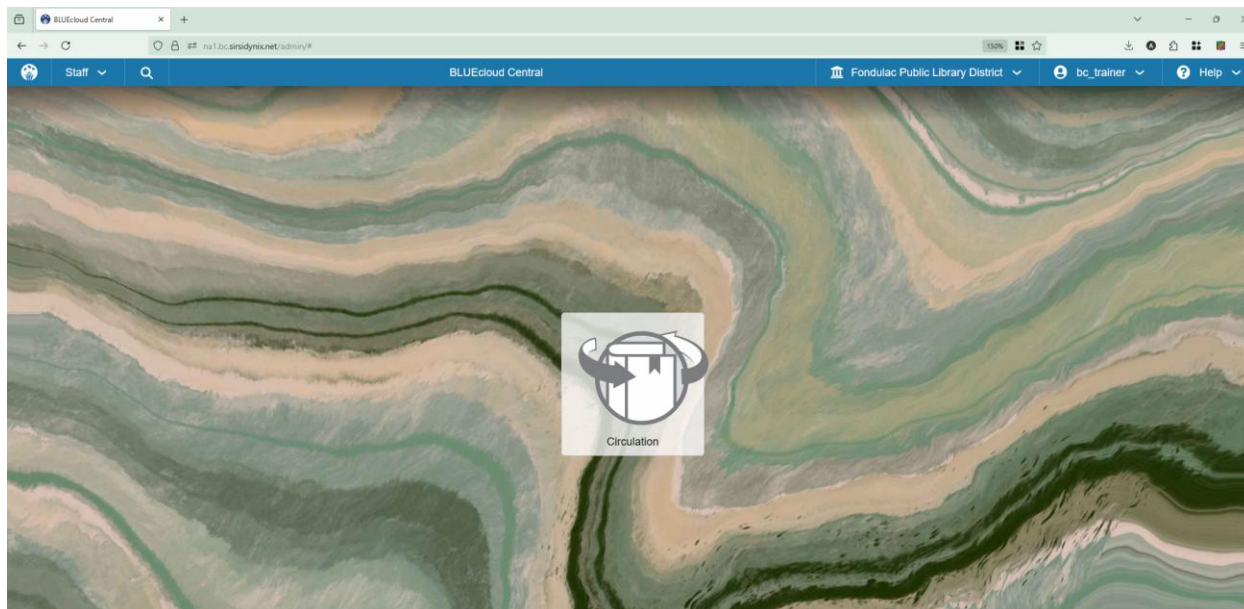
Log in here:


https://cas.bc.sirsidynix.net/cas/login?service=https%3A%2F%2Fna1.bc.sirsidynix.net%2Fadmin%2Fspring_cas_security_check.

The log in screen will look like the screen shot below.



Once you have logged in, your screen should look like this:



TIP: If the Circulation button in the center of the screen doesn't appear, click on the Home Button  at the top left of the screen.

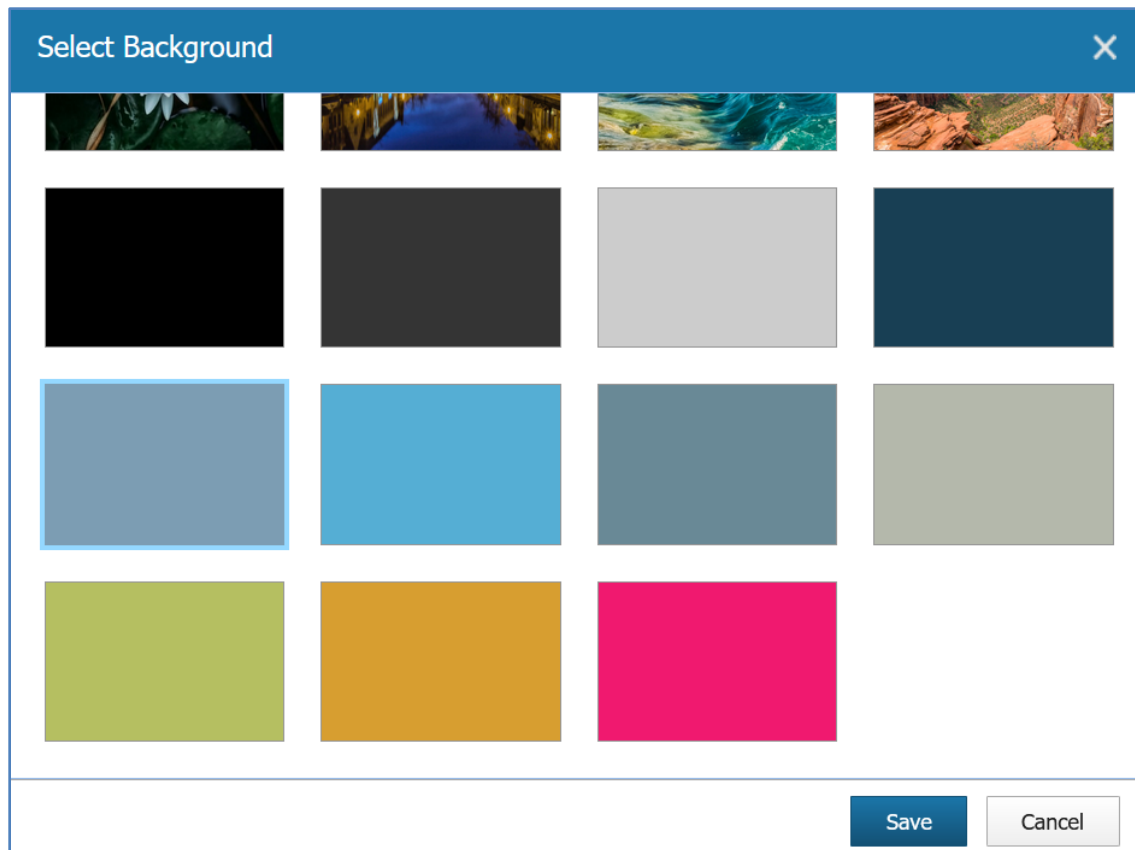
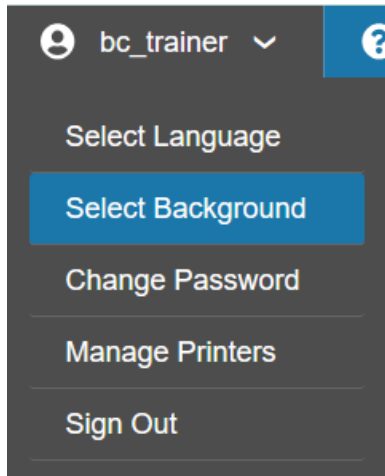
Getting Started

Start by clicking on the Circulation button in the center of the screen. The first time you do this in a new browser you will get a dialog box to select your profile. Click on the down arrow on the right side and select the profile for your library. In this example we are using Fondulac.

A screenshot of a dialog box titled "Fondulac Public Library District: Circulation Profile". It contains a "Select Profile:" label and a dropdown menu. The dropdown menu is open, showing three options: "Fondulac Circ", "BLUEcloud Circulation", and "Fondulac Circ". The "Fondulac Circ" option at the bottom is highlighted. A blue "Save" button is located at the bottom right of the dialog box.

Once you have selected your library profile, click Save.

TIP: We recommend clicking on the Staff Profile Settings, selecting Select Background, scrolling down to the bottom, selecting one of the plain color backgrounds and, save. The screen is easier to read with a plain color. We also recommend increasing the size of the text on the screen in your browser window by clicking **CTRL** and **+** until you find the size easy to read.



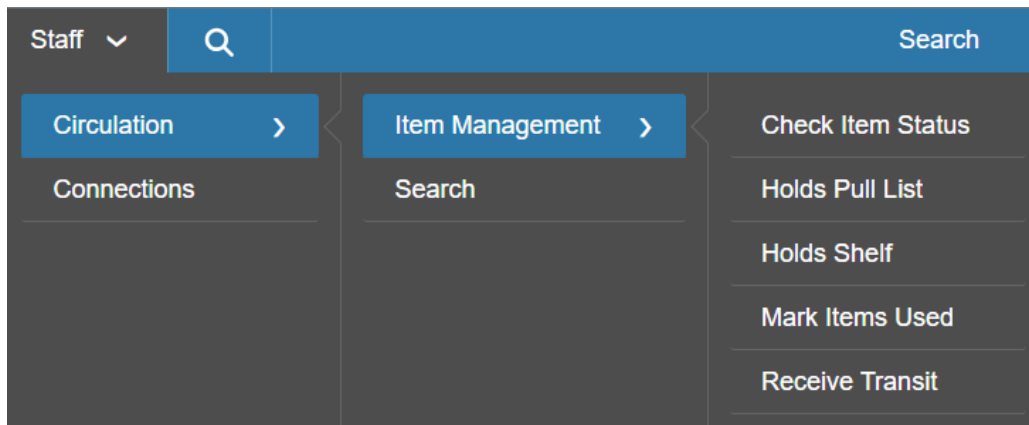
Navigating BLUEcloud Circulation

Key Navigation Elements

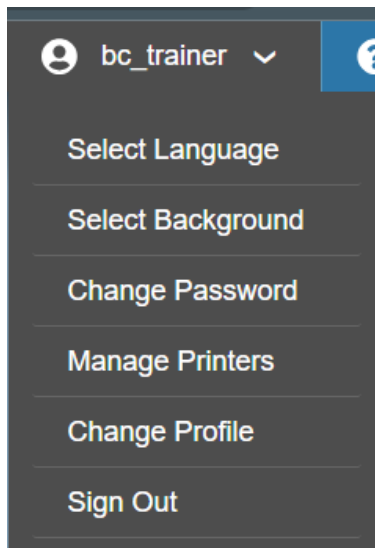
Refer to the screenshot on page 6 for the location of these Navigation Elements.

Home Button: Click this at any time to return to the main menu.

Circulation Function Quick Menu: Click this to access Item Management options Check Item Status, Holds Pull List, Holds Shelf, Mark Items Used, and Receive Transit.



Staff Profile Settings: Click this to Select Language, Select Background, and Sign Out.

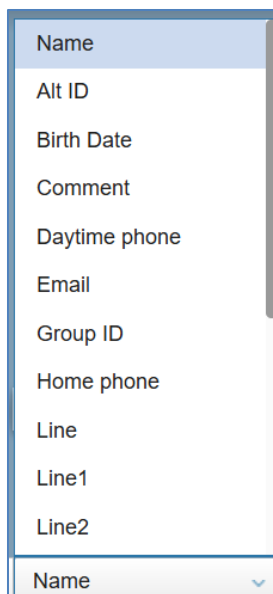


Quick Link to Check in (Discharge): Click to Discharge Items.

Toggle between Patron and Item Search: Click to toggle between searching for a patron and searching for an item.

Library Selector for patron/item search: Click to limit search for patrons to one specific library. Defaults to all RSA libraries. Limiting by library is not available for items but is a feature which will be added soon.

Search facet for patron/item search: Click to select a search facet for patrons or items.



Name
Alt ID
Birth Date
Comment
Daytime phone
Email
Group ID
Home phone
Line
Line1
Line2
Name

Quick links to functions: Click these buttons for quick access to the Patron Registration, Patron Fast Add, and Check In (Discharge) functions.

