

3. User ID & PIN

Your user ID is the barcode on your library card.

The PIN for library members joining before 10 December 2007 will remain the same (a personally selected PIN or the last four digits of the member's phone number).

Members who join Yarra Libraries from 11 December 2007 onwards will have the option of nominating a PIN when joining the library, or being assigned a random PIN. You can change this number yourself through the web catalogue. If you are unaware of your PIN please contact the library.

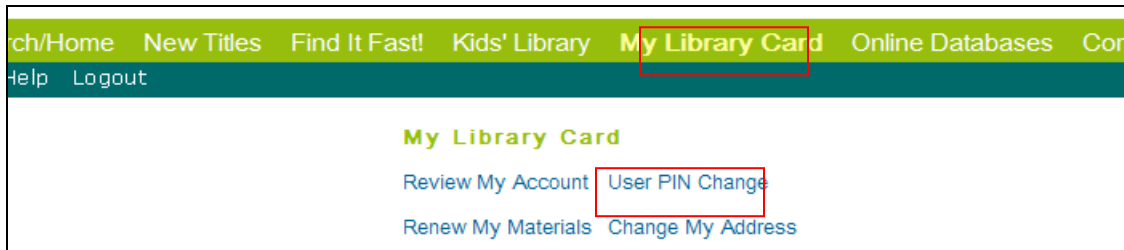
Once you have your PIN you can log into the member's area to view what you have borrowed, renew items as well as place holds. In addition, you can change your PIN to something that you will remember.

PINs need to:

- Be between 4 – 10 characters in the interest of your security.
- Have no spaces or use any special characters e.g. ~ ! @ # \$ % ^ & * () + _ .
- Be either alphabetical (all letters), numerical (all numbers) or alpha-numeric (a mix of letters and numbers).
- They can be upper or lowercase. The catalogue is not case sensitive, you can type in either case regardless of what was set up at the library.

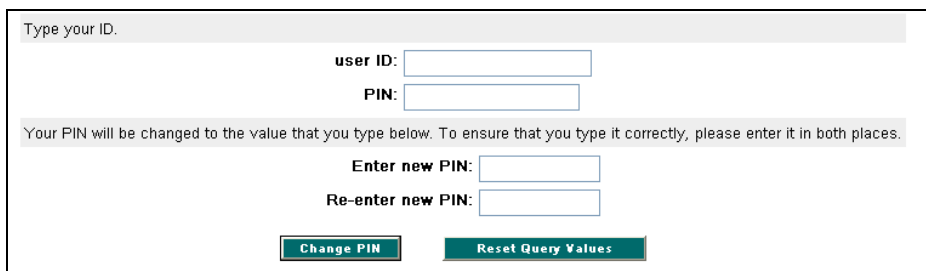
To change a PIN

Click on the **My Library Card** link at the top of the catalogue. A menu will appear. Click on the **User PIN Change** link.



Type your **User ID** and current **PIN**.

In the **Enter new PIN** and **Re-enter new PIN** fields type your new PIN followed by the **Change PIN** button.



The screenshot shows the PIN change form. At the top, there is a grey box with the text 'Type your ID:'. Below it, there are two input fields: 'user ID:' and 'PIN:'. Below these fields, there is a grey box with the text 'Your PIN will be changed to the value that you type below. To ensure that you type it correctly, please enter it in both places.' Below this box, there are two input fields: 'Enter new PIN:' and 'Re-enter new PIN:'. At the bottom of the form, there are two buttons: 'Change PIN' and 'Reset Query Values'.