

# Online Account Management Instructions

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Library patrons who wish to manage their accounts online will need to establish a personal identification number (PIN) along with their 14 digit library card number. Please follow the instructions below to setup your online account:

1. Enter your 14 digit library card number in the **Barcode** section located in the upper right-hand corner of the card catalog website (See Figure 1).
2. In the **PIN** section - type: **CHANGEME** (all capital letters).
3. Click the blue **Login** button.
4. Once you're logged-in - select **My Account** to change your PIN.
5. Select **User PIN Change** to create a new secure PIN. Be sure to save your new PIN and do not share your account information with others.
6. Follow the prompted instructions to complete the PIN change process.

Figure 1:



The screenshot shows a web form with two input fields. The first field is labeled 'Barcode:' and contains the text '250130XXXXXXXX'. The second field is labeled 'PIN:' and contains the text 'CHANGEME'. To the right of the PIN field is a blue button with the text 'Login' in white.

Click the link to get started:

<http://204.49.254.75/uhtbin/cgisirsi.exe/?ps=RLSUNSQfuw/CVW/230660021/60/1182/X>

## Benefits of Online Account Management:

- View items currently checked out on your card or designated family member's card
- Renew materials - before the due date (If the items are overdue - you will not be able to renew the items online. Please call the library for further assistance.)
- Search the card catalog of each public library in Okaloosa County
- Place holds or reserves on materials located in other libraries
- Request materials from other libraries and choose preferred library for delivery & pickup
- Receive delivery notifications of requested items via email. (Please note - some items may arrive later than indicated due to numerous deliveries throughout Okaloosa County.)

If you need further assistance, please call the Valparaiso Community Library at (850) 729-5406.