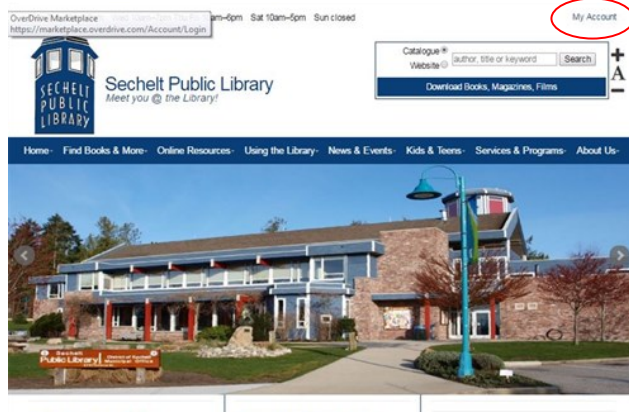


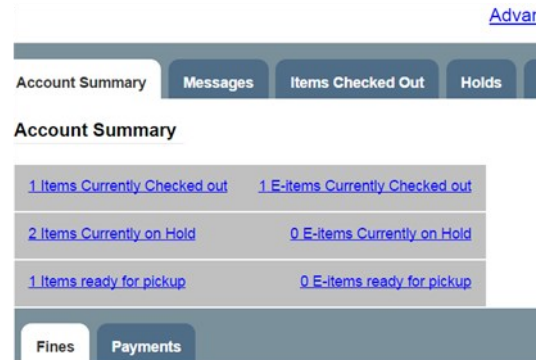
## Logging in

1. Go to [sechelt.bc.libraries.coop](http://sechelt.bc.libraries.coop).
2. Click on **My Account** in top right corner of library webpage.
3. Enter your library barcode and your pin. Your pin is set as the last 4 digits of your phone number by default unless you have changed it.



Once you're logged in, you will see your account summary. From here you can see your checkouts and holds.

## New Username/Password



1. Click **Account Preferences**
2. Click **Change** next to username. Choose your username.
3. Click **Change** next to password. Set a password you will remember. It must be at least 7 characters long and include at least one number and one letter.
4. Next time you log into the website, you can use your **new username and password** instead of typing in your barcode.

## Library Account



**Log into your account**

**Set a username and password**

**Save your borrowing history**

**Allow family to pick up your books**

**Adding an email**



Space to think

## Save Borrowing History

You can save your borrowing history from the day you activate this feature.

1. Log into your account (see reverse side of this handout)
2. Click on **Account Preferences**
3. Click on **Search and History Preferences**
4. Tick the box beside “**Keep history of checked out items?**”
5. If you would also like to keep a history of the books you put on hold, tick that box as well.
6. Click **Save**
7. To view your history, click **Items Checked Out** → **Check Out History**

Personal Information   Notification Preferences   **Search and History Preferences**   My L

### Account Information and Preferences

Search hits per page	10	
Preferred search location	Sechelt Public Library	
Preferred pickup location	Sechelt Public Library	
Keep history of checked out items?	<input type="checkbox"/>	
Keep history of holds?	<input type="checkbox"/>	
Skip warning when adding to temporary book list?	<input type="checkbox"/>	
	<b>Name</b>	<b>Place Holds?</b>
Allow others to use my account	<input type="checkbox"/>	<input type="checkbox"/>

## Privacy Waiver

Allow family and friends to pick up holds and borrow items using your library card.

1. Click on **account preferences**
2. Click on **Search and History Preferences**
3. Scroll down to “**Allow others to use my account**” and fill out the information.

	Name	Place Holds?	Pickup Holds?	Borrow Items?	View Borrowing History?
Allow others to use my account	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

## Renew Books

1. Log in to your account.
2. Select the **Items Checked Out** tab to display all the items you currently have checked out.
3. Click on the box on the left hand side of each title you wish to renew. Select **Renew Selected Items** and click on **Go**.
4. Check that the due date changed to confirm that the renewal went through.

**Note:** If an item is on hold it cannot be renewed.

## Add an Email

Add an email to receive due date courtesy notices and to receive hold notifications immediately when your items are available.

1. Log into your account.
2. Select **Account Preferences**
3. Add your email address to the **Email Address Field**.
4. Click **Notification Preferences** to make choices about how you would like to be notified for holds and receipts.

## Password Reset

You can request a password reset link to be emailed to you.

1. Click on “**forgot my password**”

Log in to Your Account  
Please enter the following information:  
**Library Card Number or Username**   **PIN Number or Password**

If you are using your library barcode number please include all digits and no spaces.  
If this is your first time logging in use the PIN number provided by your library, or contact your library for assistance with PIN.  
[Forgot your password?](#)

Stay logged in?   **Log in**

link on account login page.

2. Fill in your username or barcode.
3. The system will email you within 30 minutes. The link in the email will take you to a password reset