

FREQUENTLY ASKED QUESTIONS MY LIBRARY ACCOUNT

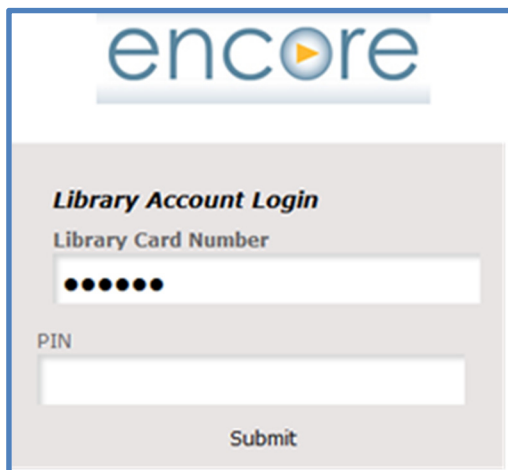
**How do I login to my library account?
Why would I log in to my library account?**

How do I log into my library account?

1. **Library web page menu bar:** click MY LIBRARY, ACCOUNT LOG IN, [New Encore Catalog](#)



2. Click LOGIN, located top right corner above logo.

A screenshot of the "Library Account Login" form. At the top is the "encore" logo. Below it, the text "Library Account Login" is displayed. There are two input fields: the first is labeled "Library Card Number" and contains seven black dots; the second is labeled "PIN". Below the input fields is a "Submit" button.

3. The Library Account Login box opens, enter library card number in the top box.

Note: if dots display in the card number field, delete them before adding your card number.

TIP: save your library card number in a word processing program then copy [ctrl+c] and paste [ctrl+v] the number into

4. Enter PIN in the second box
5. Click SUBMIT button



6. Encore's home page opens and you are ready to search the catalog.

7. To open your library account, click on your name above the logo

See [How Do I?](#) **CREATE / CHANGE PIN** for assistance setting up your library account PIN.

Why would I LOG IN to my library account?

Log in **ONE** time to:

- **Change “pick-up location”** for requested items.
- **Save search terms** as “My Searches” and receive “New Arrival” email notices.
- **Mark to save single or multiple records** for requests (holds), create lists in your account and email yourself or friend bibliographic information.

To place a hold, please review the faq [Holds: how to add items to the book cart](#)