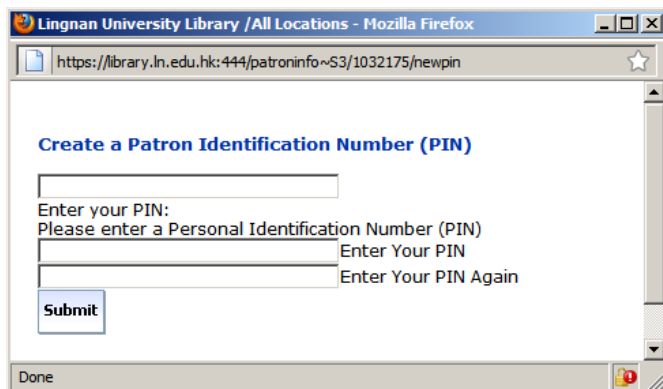


Lingnan University Library

To view your circulation record, make online renewals, book requests or access licensed online resources remotely via you own ISP, you need to enter your name, barcode and PIN. The default PIN is the first 4 digits of your HKID (e.g. If your HKID is A123456(7), the PIN would be 1234). If you do not have a HKID number, the last 4 digits of your Barcode would be your PIN.

How to change your PIN?

1. Login to your user account from “View Your Circulation Record” (http://www.library.ln.edu.hk/webpac/view_cir.html) .
2. Click “Modify your PIN”.
3. Enter your old PIN.
4. Enter your new PIN.
5. Enter the new PIN again to confirm.
6. Click the SUBMIT button.



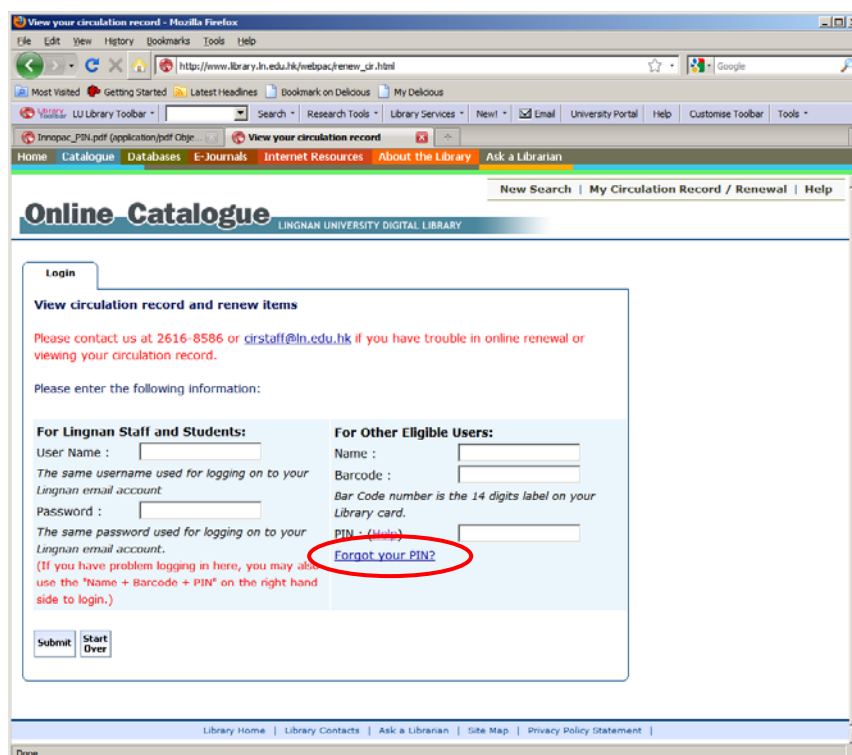
The screenshot shows a web browser window titled "Lingnan University Library / All Locations - Mozilla Firefox". The address bar displays "https://library.ln.edu.hk:444/patroninfo~S3/1032175/newpin". The main content area is titled "Create a Patron Identification Number (PIN)". It contains a form with the following elements:

- A text input field for the PIN.
- Text: "Enter your PIN: Please enter a Personal Identification Number (PIN)".
- Two text input fields for "Enter Your PIN" and "Enter Your PIN Again".
- A "Submit" button.

The browser's status bar at the bottom shows "Done".

What if you have forgotten your PIN?

1. Go to the “View Your Circulation Record” page and select “Forgot your PIN” as marked (http://www.library.ln.edu.hk/webpac/view_cir.html) .



The screenshot shows a web browser window titled "View your circulation record - Mozilla Firefox". The address bar displays "http://www.library.ln.edu.hk/webpac/renew_cir.html". The browser's toolbar shows various navigation and search options. The main content area is titled "Online Catalogue" and "LINGNAN UNIVERSITY DIGITAL LIBRARY". It contains a "Login" section with the following elements:

- Text: "View circulation record and renew items".
- Text: "Please contact us at 2616-8586 or cirstaff@ln.edu.hk if you have trouble in online renewal or viewing your circulation record."
- Text: "Please enter the following information:"
- Form fields for "User Name" and "Password" for Lingnan Staff and Students.
- Form fields for "Name", "Barcode", and "PIN" for Other Eligible Users.
- Text: "The same username used for logging on to your Lingnan email account".
- Text: "The same password used for logging on to your Lingnan email account."
- Text: "(If you have problem logging in here, you may also use the 'Name + Barcode + PIN' on the right hand side to login.)"
- Buttons: "Submit" and "Start Over".
- A link "Forgot your PIN?" is circled in red.

The browser's status bar at the bottom shows "Done".

2. Enter your name and barcode.

Lingnan University Library Catalog: Request PIN Reset - Mozilla Firefox

https://library.ln.edu.hk:444/pinreset~53

New Search | My Circulation Record / Renewal | Help

Online Catalogue

LINGNAN UNIVERSITY DIGITAL LIBRARY

Request PIN Reset

Please enter the following information:

Full Name :
*The name printed on your Library card.
e.g., "Chan Tai Man".*

Barcode :
*Barcode number is the 14 digits label on your
Library card.*

Done

3. Follow the instructions in the message that has been sent to your email to reset your PIN.
4. Should you have any questions, please contact the Library Circulation Counter at 2616-8586 or email us to cirstaff@ln.edu.hk .