

# Library Search

## Managing your account



### Managing your account

The My Account facility lets you view your loans, requests and fines. From My Account you can place Inter-Library Loan (ILL) requests. You can also access a list of your historic loans (ie your old loans). Lecturers can also see orders placed against their names.

You can change or add a mobile phone number and change your PIN for the self-issue machines.

### How to access the My Account section

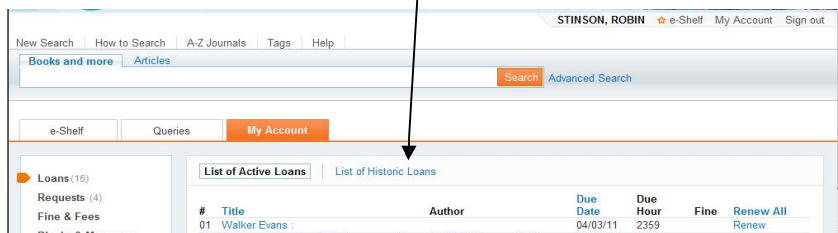
- Click on **Sign In** in the Library Search



- Enter your UEL Computer username and password
- Click on **Login**
- Click on **My Account**.

### How to view your old loans

- Click on **List of Historic Loans** in My Account



- Your old loans are displayed in return-date order.

### How to view your requests (holds or reservations) and Inter-Library Loans

- Click on **Requests** in My Account
- Your requests are listed first followed by any Inter-Library Loans you have ordered.

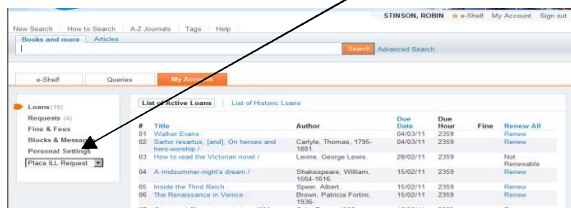
## Lecturers only: viewing your book order requests

When an item is ordered the name of the lecturer requesting it is entered on the order form. The progress of your orders may be seen in the My Account section of the Library Search.

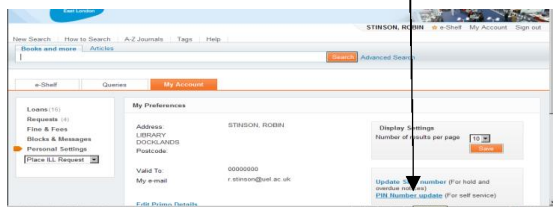
- Click on **Requests** in My Account
- The orders are displayed with a status report.

## How to change a PIN Number

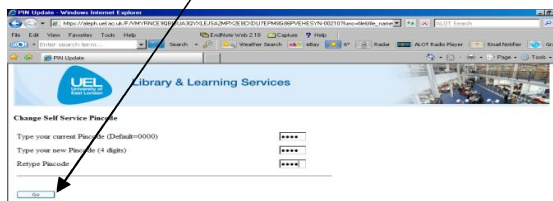
- Click on **Personal Settings** in the My Account section



- Click on **PIN Number update**



- Type your old PIN Number, Type your new PIN Number, Retype your new PIN Number,
- Click on **GO**



- Confirmation is given that your PIN Number has been updated
- Click on **Close window**
- Click on **Yes** in the dialogue box.

## How to change or add a mobile phone number

- Click on **Personal Settings** in the My Account section
- Click on **Update SMS number**
- Type in your mobile number. If you do not want to receive text messages untick the **Receive text box** and then click on **update**.