

How to Change Your Library PIN*



To change your Library PIN, please follow these procedures:

- 1) Log on to the library website at <http://www.ecrlib.org>
- 2) Click on **ECRL catalog** on the left
- 3) Enter your **USER ID & PIN** number in the upper right hand corner to login to the catalog
- 4) Choose the **My Account** option in the middle of the screen
- 5) Then choose the **User PIN Change** option
- 6) Your **USER ID** is highlighted; ignore the Alternate ID box
- 7) Type in your **CURRENT PIN** in **PIN** box
- 7) Then type in your new **PIN** in the **ENTER NEW PIN** box
- 8) Re-type your new **PIN** in the **RE-ENTER YOUR NEW PIN** box
- 9) Click on **CHANGE PIN**

if you are setting up your PIN for the **very first time, please ask or call staff at your local ECRL branch for assistance. They can help you with the initial setup.*

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