

Get Your Library Hold/Overdue Notices by Email

To have your hold notices from ECRL sent to your personal email account, 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 **Change My Address** option
- 6) In the first text box, it says **EMAIL**
- 7) **Carefully** type in your **current email address** in the box
- 8) Scroll down to the bottom of the page and click **SEND**
- 9) When a notice arrives in your inbox it will be from **"Sirsi User"**

It's as simple as that!

EAST CENTRAL REGIONAL LIBRARY!



7/09

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