

## **Script – create a pw for my library account (students, faculty, and staff)**

Hi, I'm going to create a password for my library account.

My library account is the one that lets me renew anything that's eligible for renewal, see fines, and do other useful things like place holds.

I click the Borrow, Renew and Order link. Then go to my library account.

The first time I do this, I need to click set/reset password.

The first piece of information that I'm always going to type in to my library account as a UNCG student, faculty member, or staff member is going to be my UNCG ID number. Sometimes it's also called my UNCGenie number.

If I've forgotten my number or if I have a hard time getting my number to work, I can contact the Jackson Library Checkout desk at 336/334-5304 or the Schiffman Music Library desk at 336/334-5610.

An email is going to be sent to my UNCG email account.

Inside is a link. It's going to take me to a page that will let me create a password.

So this password isn't tied into any other account at UNCG. I just need to make sure that it's at least 6 characters long and it contains at least one number or one symbol.

Now I can go back to the Borrow Renew link.

Into my library account

I type my number and the password that I just made up

And I can see a list of items that I've checked out. I can click this button to renew things if they're eligible for renewal.

I could also see any holds that I've placed and fines that I've accrued.

Thank you for watching this video.

If you have any questions, please Ask Us.

**Updated 7/16/2013 – used test account 888888881a**