

My Account in Enterprise

How to log in to "My Account"

- Go to the library's online catalog and click on the "My Account" link in the upper right hand corner.

Library Card Number:

Pin:

Log In

- Enter your library card number without spaces.
- Enter your PIN (personal identification number is 1234 at the time of registration).
- Click on "Log In."

What can you do in "My Account"?

"My Account" allows the patron to manage their account through four tabs: Personal Information, Checkouts, Holds and Fines.

DICKINSON COUNTY LIBRARY

Welcome Jane Doe | Log Out | My Account | My Lists | Library Information

Personal Information | Checkouts | Holds | Fines

Change PIN

Your status: OK

Checkouts: Digital 0, Library 1

Holds: Digital 0, Library 0

Fines: Total due \$0.00

Update

Personal Information Tab with Preferences

Change PIN-allows the patron to change the PIN that was given at the time of registration.

- In the "Current PIN" field enter your current PIN.
- In the "New PIN" and "Confirm new PIN" fields enter your new PIN
- Click on "Update" to save the changes.

- Preferences -gives the patron the ability to set your default account tab (Personal Information, Checkouts, Holds, or Fines) and your Preferred Pickup Library Location

Personal Information | Checkouts | Holds | Fines

Change PIN

Preferences

Default My Account Tab: Personal Information

Default Checkouts View: Library Checkouts

Default Holds View: Library Holds

Preferred List: no default list

Preferred Pickup Library: Dickinson County Library

Show my checkout history

Record my checkout history

Update

- Default My Account Tab-Click on the drop down menu that corresponds with this field to change the default tab that displays when you view your account.
- Preferred Pickup Library-Click on the drop down menu that corresponds with this field to modify the library that you want to use to pick up holds.
- Click on "Update" to save the changes.

Dickinson County Library | All Fields

Personal Information | Checkouts | Holds | Fines

Change PIN

Preferences

Default My Account Tab: Personal Information

Default Checkouts View: Library Checkouts

Default Holds View: Library Holds

Preferred List: no default list

Preferred Pickup Library: Norway Branch Library

Show my checkout history

Record my checkout history

Update

- Text Message Notifications-is something the patron can set up if they want to be notified of holds by text.

Personal Information | Checkouts | Holds | Fines

BIRD, PANCHO

Change PIN

Preferences

Text Message Notifications

+Add New

- Click on "Add New."

Add SMS Notification

Label:

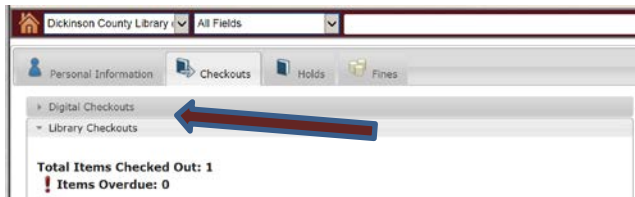
Phone Number:

Hold pickup notice

Save **Cancel**

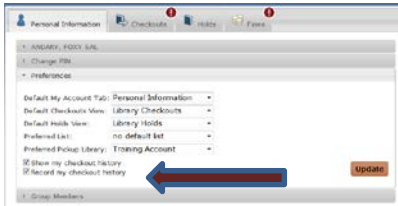
- Label-Enter the name to identify your device that will receive the text notification (IE: CELL)
- Phone Number-Enter the ten digit number that you wish to receive SMS notifications. Do not use spaces or special characters when enter the number (IE: 2485511212)
- Check the box for "Hold pickup notice." This tells the system that you want hold text notices.
- Click on "Save" to save the changes.

My Account Checkouts -allows the patron to view the items that they currently have checked out, see their due dates and to renew items. See Digital or Library checkouts.



Checkout History

- Check the box "Record my checkout history" if you want to keep a record of titles you have checked out from this time forward.

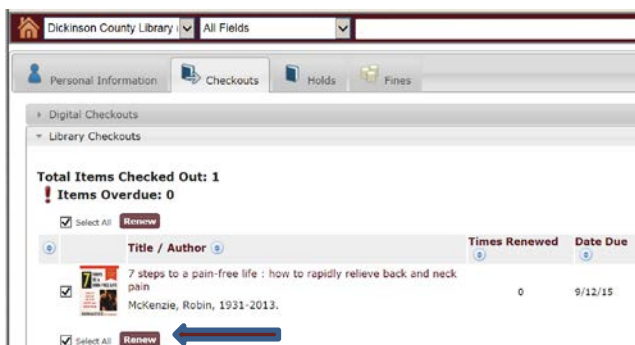


- Display a history of your checkouts at the My Account Checkouts tab.



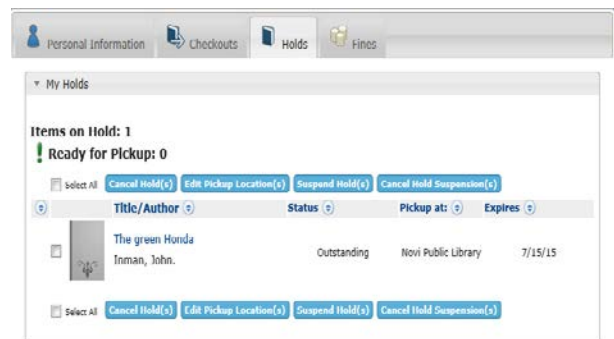
Checkouts Renew

- Renew-Select the items to renew by checking the box in front of the items you want to renew or check the "Select All" box to renew everything.
- Click "Renew" to renew the selected items.



Holds Tab-enables the patron to see what they have on hold, to modify holds, suspend holds and cancel holds.

- Cancel Holds-Check the box that corresponds to the title that you wish to cancel and click the "Cancel Holds" button.
- Edit Pickup Location(s)-Check the box that corresponds to the hold that you want to change the pickup location for and click on "Edit Pickup Location(s)."
- Suspend Hold(s)-Check the box that corresponds to the hold that you want to suspend and click on "Suspend Hold(s)."
- From the drop down menu select the new pickup location and click on the "Change" button.
- Select the "Start Date" and "End Date" for the hold.
- Click on "Suspend" to save the changes.



Fines Tab-allows the patron to view the fines they currently owe.

