

## Your Patron Account

### Check and Update Your Account

Follow these steps to check your account and update your personal information.

1. Click the **Patron Account** tab, and log in if necessary.  
The **My Record** page appears.
2. Click **Contact Information and Preferences** to display the change request form.
3. Type or select the new information in the appropriate boxes.
4. Click **Submit Change Request** to submit the new information to the library.
5. Click **Log Out** to log out of your account.



## Change your Username and Password

Follow these steps to check your account and update your personal information.

1. Click the **Patron Account** tab, and log in if necessary. You will see the **My Record** page.
2. Click **Change Logon**.
3. Click the box next to **Username**.
4. In both the text boxes, enter your desired username.
5. Click the box next to **Change Password**.
6. In the text box that asks for your old password, enter the last four digits of your phone number.
7. In the next two text boxes, enter your desired password.
8. Click the **Save** button.
9. Click **Log Out** to log out of your account.

## Renew Items

Follow these steps to renew the items you have checked out.

1. Click the **Patron Account** tab, and log in if necessary.
2. Click **Items Out** on the Patron Account menu bar to display the list of items you have currently checked out.  
The **Items Out** page displays the format, call number, owning branch, due date, and number of renewals left for each item checked out.
3. To renew one or more items do the following actions:
  - Select the check box by the title for each item that you want to renew, and click **Renew selected items**.
  - Click **Renew all items** to renew all the items you have checked out.  
A message tells you which items have been renewed, and whether any renewals have been blocked.
4. Click **Log Out** to log out of your account.

## View and Manage Your Requests

Follow these steps to view, suspend, or reactivate your requests.

1. Click the **Patron Account** tab, and log in if necessary.
2. Click **Requests** on the Patron Account menu bar to display the list of your current requests.
3. Select the check box by the title for each request that you want to suspend or reactivate. Click **Suspend/Reactivate Selected Requests**.

Or, click **Suspend/Reactivate All Requests** to suspend or reactivate all your requests.

4. The **Suspend/Reactivate Hold Requests** dialog box appears.
5. Type the date when suspended requests should be reactivated or type today's date to reactivate an inactive request.
6. Click **Submit**.
7. To cancel one or more requests, do one of the following actions:
  - Select the check box by the title for each request that you want to cancel, and click **Cancel Selected**.
  - Click **Cancel All** to cancel all your requests.
8. Click **Log Out** to log out of your account.

