

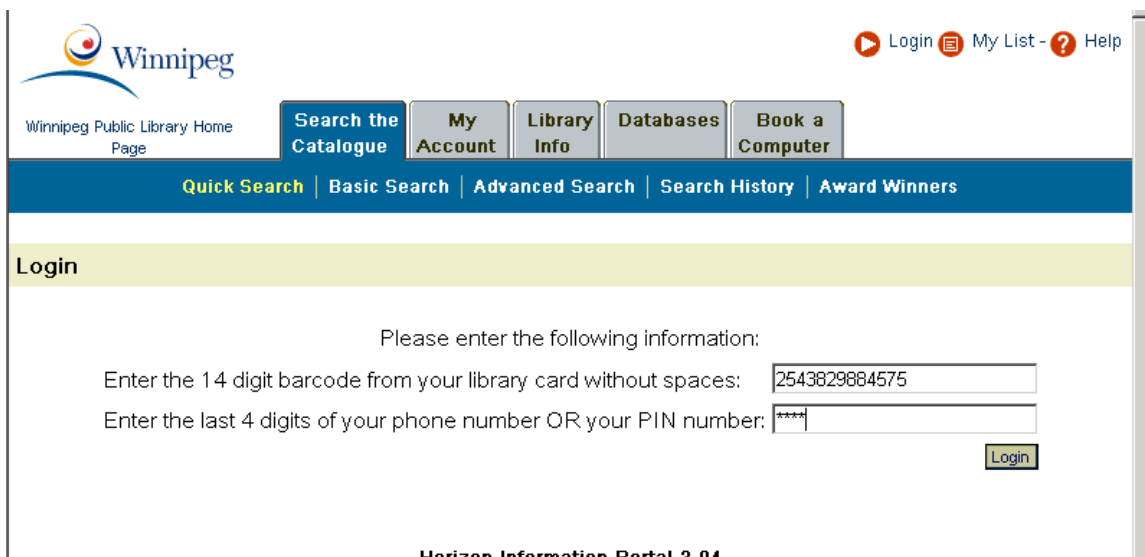
Library Catalogue: My Account

You can access your own library account information from the Library Catalogue, including the items you have checked out, requests you have placed, the date your card expires, and more.

To log into **My Account** from the Winnipeg Public Library website (<http://wpl.winnipeg.ca/library/>) click on **My Account/Renewals**.

To log in when you are already searching the library catalogue, click the **My Account** tab.

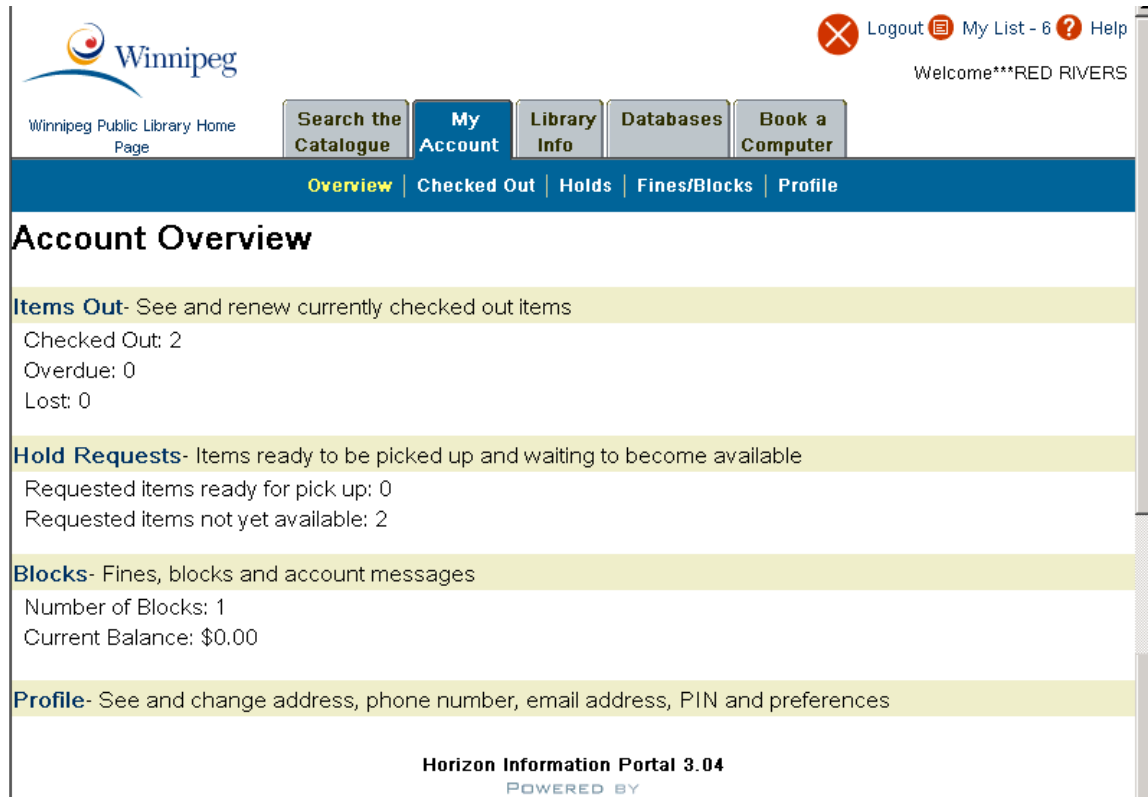
Type the requested information into each white box. Click **Login**.



The screenshot shows the Winnipeg Public Library website's "My Account" login page. At the top left is the Winnipeg logo and the text "Winnipeg Public Library Home Page". To the right are links for "Login", "My List", and "Help". Below this is a navigation bar with buttons for "Search the Catalogue", "My Account", "Library Info", "Databases", and "Book a Computer". A secondary navigation bar contains links for "Quick Search", "Basic Search", "Advanced Search", "Search History", and "Award Winners". The main content area is titled "Login" and contains the instruction "Please enter the following information:". There are two input fields: the first is for a 14-digit barcode (with "2543829884575" entered) and the second is for the last 4 digits of a phone number or PIN (with "****" entered). A "Login" button is located below the second field. At the bottom of the page, it says "Horizon Information Portal 3.04".

Account Overview

The Account Overview provides summary information about your library account. For more detailed information, click each category, either from the blue navigation bar or from the section headings.



Winnipeg Public Library Home Page

Search the Catalogue | My Account | Library Info | Databases | Book a Computer

Logout | My List - 6 | Help

Welcome***RED RIVERS

Overview | Checked Out | Holds | Fines/Blocks | Profile

Account Overview

Items Out- See and renew currently checked out items
 Checked Out: 2
 Overdue: 0
 Lost: 0

Hold Requests- Items ready to be picked up and waiting to become available
 Requested items ready for pick up: 0
 Requested items not yet available: 2

Blocks- Fines, blocks and account messages
 Number of Blocks: 1
 Current Balance: \$0.00

Profile- See and change address, phone number, email address, PIN and preferences

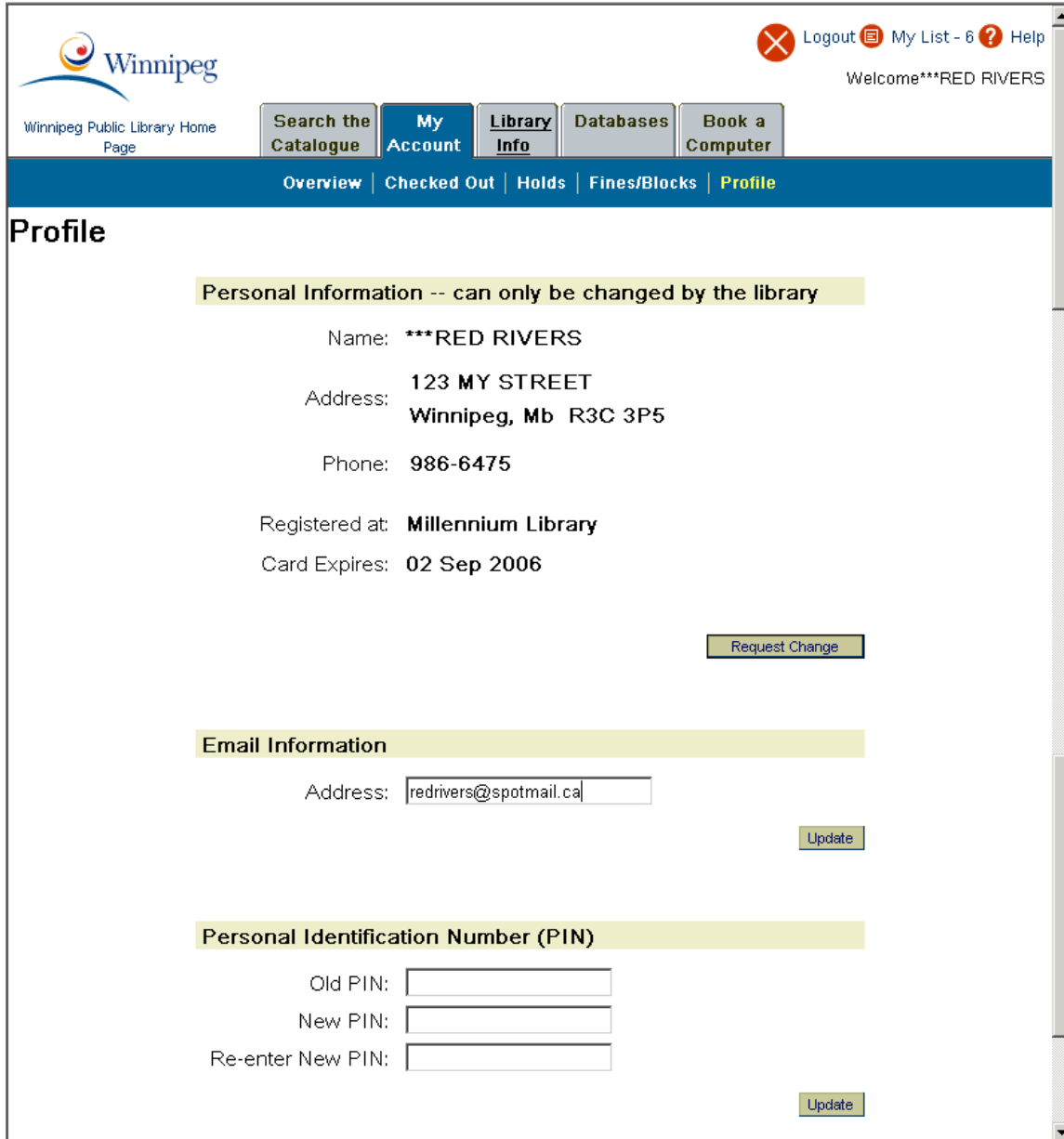
Horizon Information Portal 3.04
 POWERED BY

Items out displays all of the material that you have signed out on your library card. You can renew items from this screen. For more information, see separate guide *Library Catalogue: Renewals*.

Hold Requests shows all items on which you have placed a request and are either not yet available or are ready to be picked up. For more information, see separate guide *Library Catalogue: Holds*.

Blocks are messages in your library account, such as overdue books, fines, or holds ready for pickup.

Profile displays your: **Personal Information**, including address and phone number (See the following screen print, for an example). You cannot change this information yourself but clicking on **Request Change** notifies library staff of the need to update your information. Personal Information also indicates the expiration date of your card.



The screenshot shows the user profile page for a library member. At the top, there is a navigation bar with the Winnipeg logo on the left and links for Logout, My List (6 items), and Help on the right. Below this is a secondary navigation bar with buttons for Search the Catalogue, My Account, Library Info, Databases, and Book a Computer. A blue bar contains links for Overview, Checked Out, Holds, Fines/Blocks, and Profile. The main content area is titled "Profile" and features three sections: "Personal Information" (with a note that it can only be changed by the library), "Email Information", and "Personal Identification Number (PIN)". Each section contains form fields and an "Update" button.

Winnipeg Public Library Home Page

Logout My List - 6 Help

Welcome***RED RIVERS

Search the Catalogue My Account Library Info Databases Book a Computer

Overview | Checked Out | Holds | Fines/Blocks | Profile

Profile

Personal Information -- can only be changed by the library

Name: ***RED RIVERS

Address: 123 MY STREET
Winnipeg, Mb R3C 3P5

Phone: 986-6475

Registered at: Millennium Library

Card Expires: 02 Sep 2006

Request Change

Email Information

Address:

Update

Personal Identification Number (PIN)

Old PIN:

New PIN:

Re-enter New PIN:

Update

Email Information Once staff has set your account for email notification, you can change your email address by entering it in the email information box and clicking **Update**.

Personal Identification Number (PIN) – You can change your PIN by typing in the boxes and clicking **Update**. A PIN can be a maximum of four numerals. Your default PIN is the last four digits of the telephone number that we have on file for your library account. If you change your PIN to something other than your telephone number, you must use the changed number. When you change your PIN, it does not display in the PIN boxes. You must commit it to memory.

When you have finished accessing your account, it is very important to remember to logout, to protect your privacy. Click Logout in the upper right corner of the screen to end your session.

Click on the Help link to access online Library Catalogue assistance. For further help, ask library staff at any information desk.

Other Library Catalogue guides are available:

[Basic Search](#) | [Requests](#) | [My List](#) | [Renewals](#)