

LOGIN TO YOUR ACCOUNT



General Information

- All library cards in our system have an online account. This includes Lake Bluff cards and cards from other libraries.
- You will need your library card number and a PIN in order to login.
- If you don't have a PIN, don't worry—this tutorial will show you what you need to do.

Logging In

1. Click on the “login” link at the top right hand corner of the screen.

The login link can be found in the top right hand corner of both the library's website and the online catalog. Clicking on the link will take you to the following screen:

Library Account Login

New users: leave the PIN field empty in order to create a PIN for your account.

Library Card Number (no spaces or dashes)

PIN

Submit

New to the library? | [Forget Your PIN?](#) [Home](#)

2. Type in your library card number.

Your library card number is located on your library card underneath the barcode. Enter the numbers as they appear; do not use any spaces or dashes.

3. Type in your PIN.

If you don't have a PIN

Leave this field blank. When you click 'Submit', you will be prompted to create a PIN. PINs must be at least six characters long and include both letters and numbers.

If you have forgotten your PIN

Click on “Forgot Your PIN” at the bottom of the page and follow the prompts to create a PIN.

4. Click “Submit.”

Setting Up a Username

If you don't want to memorize your library card number, you can set up a username that is easier to remember.

1. **Navigate to your account homepage by clicking on your name in the top right corner of the screen.**

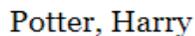


My Book Cart (0 items) | Potter, Harry | Logout



2. **Click on the "Edit Account" button on the left side of the page.**

This will open a pop-up window.



Potter, Harry

Edit account

Edit pin

Checkouts (2)

Fines/Fees (\$0.00)

Sort by Hold Requested Date

Cancel All

UPDATE LIST

3. **Type your preferred username into the "Alias/Nickname" field. Scroll down to the bottom of the page and click "Submit"**

Next time, you'll be able to log in using your username. If you ever want to change your username, log in and repeat steps 1-3.

Troubleshooting

If you are having trouble logging in, try checking for these common issues:

- Make sure you are entering your library card number without any spaces or dashes.
- Try leaving the PIN field blank and clicking "submit." You may need to set a PIN for your account.
- You can reset your PIN by clicking on the "Forgot Your PIN?" link at the bottom of the page.
- Have you replaced your library card recently? When cards are replaced, we remove the old card number from the account. If you are using a card that was previously lost, it is likely not in our system. You will need the new card number in order to log in.
- Is your card still current? To maintain our patron database, we regularly remove records that have been expired for two years. If you haven't visited us in a while, your card may have fallen out of the system and will need to be added back in.
- If you are still having difficulty, please feel free to contact the library for further assistance.