

What if I have forgotten my PIN???

If an error message appears such as "**Invalid PIN**", this means that you created a PIN before, but now you have entered an incorrect one. If this is the case ask a library staff member at the Issue desk to delete your current number and then follow the procedure for inserting a new pin.



HELP!

Please Remember!

Library staff are available at all times to help with information and research queries.

Electronic Services Librarian:
Maura Stephens.
Tel: 091-742784
Email: libraryservices@gmit.ie

Library I.T. Assistant:
Helen Flatley.
Tel: 091-742791
Email: libraryservices@gmit.ie

Quick Guide

Your PIN (*Personal Identification Number*) is a code that verifies your identity when you access your GMIT Library Account. You create your PIN yourself the first time you access your library account.

Your Library PIN, along with your name and the barcode number from the back of your GMIT ID or library card, allows you to use all the services on the library catalogue.

GMIT Library



GMIT Library

Personal Identification Numbers

-PIN-

GMIT Library

Galway-Mayo Institute of Technology
Dublin Road
Galway

Phone: 091 742785
Fax: 091 742115



Services Available using a PIN.

Some functions on the library webpage <http://library.gmit.ie> require you to enter a PIN.

Set up your PIN in *My Library Account*. Use a four-digit number, which the system will confirm.

Once you have set up your PIN you can:

- Check Current Loans
- Request Items on Loan or Items Available in Other Campuses
- See Lists of Previous Loans
- Renew Books
- Cancel Requests (holds)
- View & Print Exam Papers
- Access & Search Electronic Resources
- Request an Inter-Library Loan
- Issue & Renew Books

To Insert a New PIN

To make up a pin number for yourself, go to <http://library.gmit.ie> and click 'My Library Account'.

- Enter your **name** e.g. Jane Smith
- Enter your **barcode** from your ID card
e.g. G00040122



- Enter your PIN (make up your own pin number which can be **any 4 digit number**) e.g. 1234.
- Click button 'Display record for person named above'
- A screen will come up saying 'Please enter a new pin' or 'Invalid PIN'. Type in the PIN number you have just chosen and again below to verify it.

Once you log in to 'My Library Account' you have additional functionality when searching the catalogue, e.g. You may request items currently on loan and items held in other branches by simply clicking on the 'Request' button.



*Note that you will **not** be able to reserve or renew books in this way if you already have overdue books or outstanding fines.*

To Modify a PIN

Follow the above procedure, and click 'Modify your PIN'

- Enter your old pin number
- Type in your new pin number and again below to verify it.