

Quick Guide

Your library PIN (*Personal Identification Number*) is a password that verifies your identity when you use the library website

library.gmit.ie

You can create your PIN yourself the first time you access your library account or you can ask library staff to do it for you.

Your Library PIN, along with your name and your GMIT ID card number, allows you to login and access all of GMIT Library's online collections (ebooks, online journals, exam papers). It also allows you to access your library account and use the self-service point in the library to check-in and return books.

GMIT Library

PIN Guide



library.gmit.ie

Library, Galway-Mayo Institute of Technology,
Dublin Road, Galway

091 742785 | library@gmit.ie



Why do I need a PIN?

You need a library PIN to login and access:

- online collections
- your library account
- the self-service point

Search the library at library.gmit.ie and use your PIN to access:

- exam papers
- ebooks
- online journals / articles

You can also use your PIN to:

- add your name to a waiting list for an item that is out on loan (Request)
- request items that are available in other campuses

Go to **My Library Account** at library.gmit.ie and use your PIN to:

- check what you have out on loan
- renew books
- see your reading history

Go to the **Self-Service** point in the library and use your PIN to check-in and return books.

How do I get a PIN?

You can create a PIN yourself on the library website or ask library staff to do it for you.

To do it yourself, go to library.gmit.ie and click on **My Library Account**

- Enter your **name**
e.g. Alex Murphy
- Enter your **ID number**
e.g. G00112233

- Enter your **PIN**
Make up your own (easy to remember!) PIN.

You can use letters or numbers or both. Your PIN should be at least 4 characters long.

- Click on **Submit**
- Enter your PIN again to confirm it.

Need help?

Ask library staff at the Information Desk for help.

If you're at home, contact us at 091 742785 or library@gmit.ie

How do I change my PIN?

To change your PIN go to library.gmit.ie

Login to **My Library Account** and select **Modify your PIN**

- Enter your old PIN
- Type in your new PIN and then confirm it.

Help! I've forgotten my PIN.

Just ask library staff at the Information Desk to delete your current PIN and insert a new one.

Help! My PIN is Invalid.

Are you seeing an error message, **Invalid PIN**? This means that the PIN you are trying to use is different to the one on your account.

Just ask library staff at the Information Desk to delete your current PIN and insert a new one.