

My Account in Enterprise

How to log in to My Account

- Go to the library's online catalog and click on the "My Account" link in the upper right hand corner. For a list of shared system library catalog links see: <http://tln.ent.sirsi.net/client/tln>

Library Card Number:

PIN:

Log In

[Forgot your PIN?](#)

- Enter your library card number without spaces.
- Enter your PIN (personal identification number is 1234 at the time of registration).
- Click on "Log In."

What can you do in My Account?

"My Account" allows you to manage your account through four tabs: Personal Information, Checkouts, Holds and Fines.

Personal Information | Checkouts | Holds | Fines

BIRD, PANCHO

Alternative ID: 12345 BIRDSEED LANE
 Street: NOVI MI 48375
 CTY_ST_ZIP:
 Phone: 248-555-1212

Change PIN | Preferences | Text Message Notifications

Personal Information Tab

Change PIN-allows you to change the PIN that was given at the time of registration.

- In the "Current PIN" field enter your current PIN.
- In the "New PIN" and "Confirm new PIN" fields enter your new PIN
- Click on "Update" to save the changes.

Personal Information | Checkouts | Holds | Fines

BIRD, PANCHO

Change PIN

*Current PIN:
 *New PIN:
 *Confirm New PIN:

Update

Preferences | Text Message Notifications

Preferences –gives you the ability to set your default account tab (Personal Information, Checkouts, Holds, or Fines) and your Preferred Pickup Library Location

- Default My Account Tab-Click on the drop down menu that corresponds with this field to change the default tab that displays when you view your account.
- Preferred Pickup Library-Click on the drop down menu that corresponds with this field to modify the library that you want to use to pick up holds.
- Click on "Update" to save the changes.

Personal Information | Checkouts | Holds | Fines

BIRD, PANCHO

Change PIN

Preferences

Default My Account Tab: Personal Information
 Default Checkouts View: Library Checkouts
 Default Holds View: Library Holds
 Preferred List: no default list
 Preferred Pickup Library: The Library Network

Update

Text Message Notifications

- Text Message Notifications-is something you can set up if you want to be notified of holds and/or overdue items by text.

Personal Information | Checkouts | Holds | Fines

BIRD, PANCHO

Change PIN

Preferences

Text Message Notifications

To add a new Text Message Contact, click on the Add Phone button.
 To edit an existing Text Message Contact, click on the name or Number of an existing contact.

Add Phone

- Click on "Add Phone."

Add SMS Notification

- Text message notifications are only available for overdue & hold pickup notices.
- It may take up to 24 hours after signing up for this service for notifications to begin.
- Standard Text Messaging rates apply.
- The label field can be anything you want and is used to identify individual phone entries. Examples: My Cell, John's Cell or LibraryText
- When adding a phone number, ensure that the box for the desired notice type is checked.

Label:

Phone Number:

Overdue notice
 Hold pickup notice

Save **Cancel**

- **Label**-Enter the name to identify your device that will receive the text notification (IE: CELL)
- **Phone Number**-Enter the ten digit number that you wish to receive SMS notifications. Do not use spaces or special characters when enter the number (IE: 2485511212)
- Check the box for “Overdue notice” and/or “Hold pickup notice” if you would like to be notified of overdue items and/or holds by text.
- Click on “Save” to save the changes.

Checkouts Tab-allows you to view the items that you currently have checked out, see your due dates and to renew items.

- **Renew**-Select the items to renew by checking the box in front of the items you want to renew or check the “Select All” box to renew everything.
- Click “Renew” to renew the selected items.
- Contact library if item(s) will not renew.

Personal Information | Checkouts | Holds | Fines

Digital Checkouts

Library Checkouts

Total Items Checked Out: 1
Items Overdue: 0

Select All **Renew**

Title / Author	Times Renewed	Date Due
<input type="checkbox"/> Dynamic youth services through outcome-based planning and evaluation Dresang, Eliza T.	0	4/28/16

Select All **Renew**

Holds Tab-enables you to see what you have on hold, to modify holds, suspend holds and cancel holds.

- **Cancel Holds**-Check the box that corresponds to the title that you wish to cancel and click the “Cancel Holds” button.

- **Edit Pickup Location(s)**-Check the box that corresponds to the hold that you want to change the pickup location for and click on “Edit Pickup Location(s).”
 - From the drop down menu select the new pickup location and click on the “Change” button.
- **Suspend Hold(s)**-Check the box that corresponds to the hold that you want to suspend and click on “Suspend Hold(s).”
 - Select the “Start Date” and “End Date” for the hold. Make sure that both a start date and an end date have been added
 - Click on “Suspend” to save the changes.

Personal Information | Checkouts | Holds | Fines

Digital Holds

Library Holds

Items on Hold: 4
Ready for Pickup: 0

Select All **Cancel Hold(s)** **Suspend Hold(s)** **Cancel Hold Suspension(s)**

Title/Author	Status	Pickup at:	Expires
<input type="checkbox"/> The polka-dot bear Mewhorter, Randi.	Outstanding	Waterford Township Library	6/23/16
<input type="checkbox"/> The blue surfboard Neville, Anne.	Outstanding	Berkley Public Library	6/23/16
<input type="checkbox"/> The gold skates Felix, Brigitte.	Outstanding	Dexter District Library	6/23/16
<input type="checkbox"/> The yellow pencil Roytman, Ludmilla.	Outstanding	White Lake Township Library	6/23/16

Select All **Cancel Hold(s)** **Suspend Hold(s)** **Cancel Hold Suspension(s)**

Fines Tab-allows you to view the fines you currently owe. If the patron owes more than \$5.00, you can opt to pay online by way of PayPal.

Personal Information | Checkouts | Holds | Fines

Current Fines/Blocks

Note: Minimum online payment is \$5.00

Pay	Title/Explanation	Reason	Amount
<input checked="" type="checkbox"/>	Fee for printing		\$5.00
<input checked="" type="checkbox"/>	Deselect All		

Total Selected **5.00**

PayPal

Total Due
\$5.00

Note: Minimum online payment is \$5.00

Payment History