How to **Sign in to MyLibrary Record** *(for External members)*

1. From the Library Website, click “MyLibrary Record”

![MyLibrary Record](image1)

2. Sign in using initial details

![Login to EdUHK’s Primo Library Systems for External Members](image2)
3. Click “MyLibrary Record”, and then click “Personal Details” and select “Update Login Credentials”

4. Enter the initial password as the Old Password and then enter your own New and Confirm Password.
5. **Circulation record display**

You can see your loan record under “MyLibrary Record”

- **Overview:** summary of your loan record.
- **Loans + Renewal:** details display of your check-out items
- **Requests:** list items that you have reserved
- **Fine + fees:** outstanding payment
- **Block + message:** library privileges suspended message

6. **Sign out**

Please remember to click “Sign Out” to quit your record.