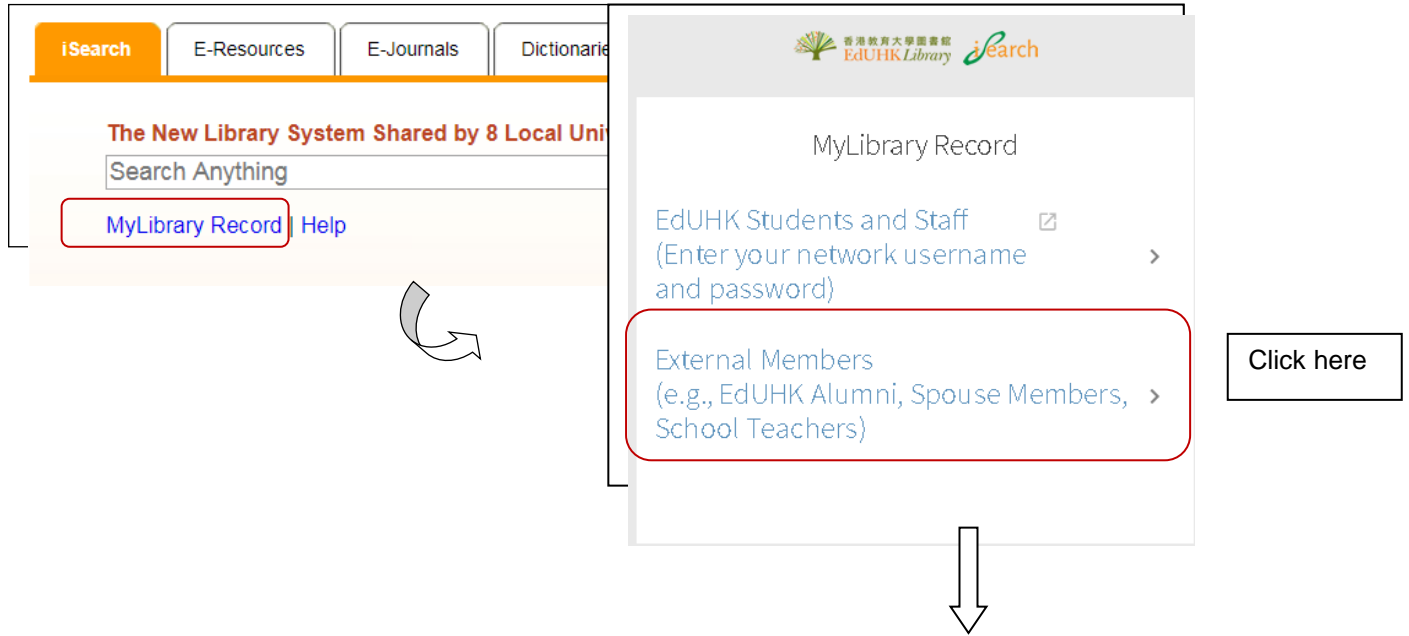


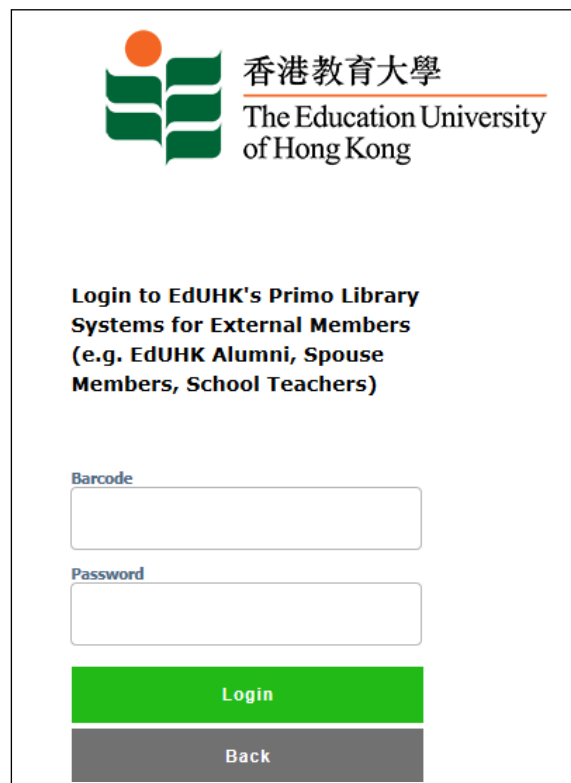
## How to Sign in to MyLibrary Record (for External members)

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



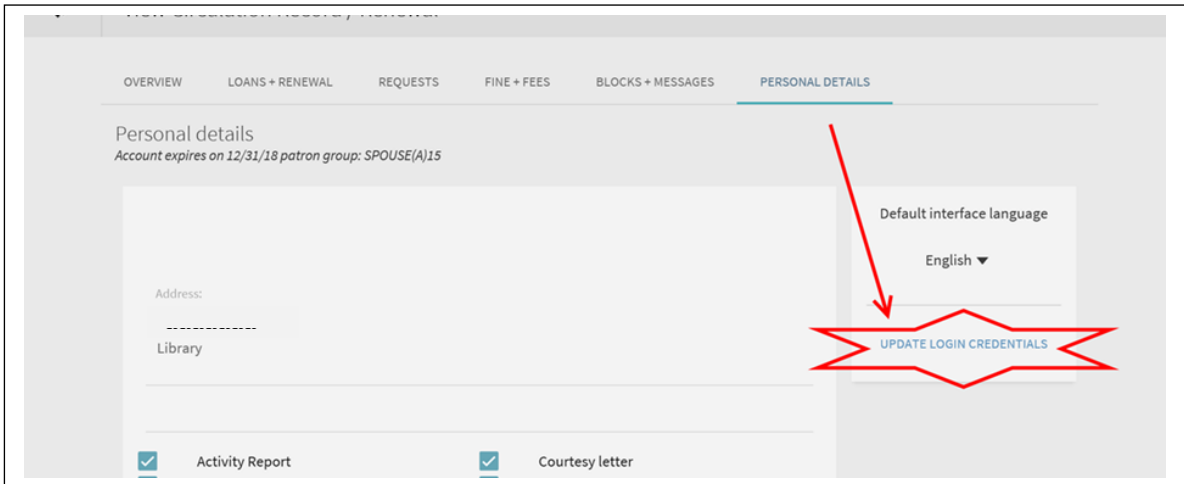
The screenshot shows the EdUHK Library website interface. At the top, there are navigation tabs: iSearch, E-Resources, E-Journals, and Dictionary. Below these is a search bar with the text "Search Anything" and a "MyLibrary Record" link highlighted with a red box. A curved arrow points from this link to a dropdown menu. The dropdown menu is titled "MyLibrary Record" and contains two options: "EdUHK Students and Staff (Enter your network username and password)" and "External Members (e.g., EdUHK Alumni, Spouse Members, School Teachers)". The "External Members" option is highlighted with a red box. A box labeled "Click here" is positioned to the right of the "External Members" option. A downward arrow points from the bottom of the dropdown menu.

2. Sign in using initial details

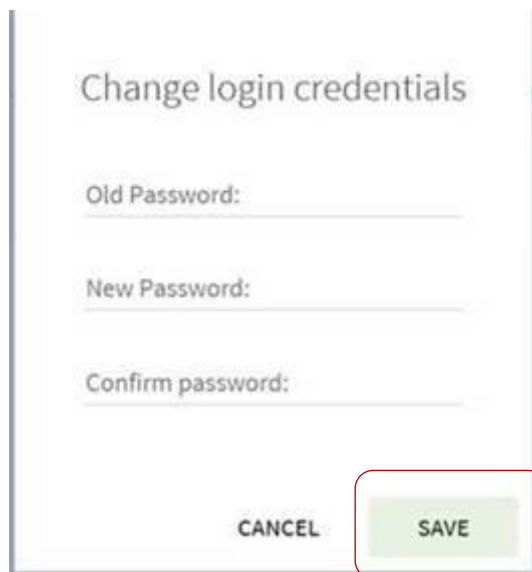


The screenshot shows the login page for external members. At the top left is the EdUHK logo, followed by the text "香港教育大學" and "The Education University of Hong Kong". Below this is the heading "Login to EdUHK's Primo Library Systems for External Members (e.g. EdUHK Alumni, Spouse Members, School Teachers)". There are two input fields: "Barcode" and "Password". Below the input fields are two buttons: a green "Login" button and a grey "Back" button.

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”

View Circulation Record / Renewal

OVERVIEW LOANS + RENEWAL REQUESTS FINE + FEES BLOCKS + MESSAGES PERSONAL DETAILS

Loans + Renewal [RENEW ALL](#)

1 我的孩子愛生氣怎辦?: 這樣教,...  
張曉雲,  
Due: 08/16/17, 23:59  
Return to: TKOSC LEARNING COMMONS...

2 讓孩子在情緒裡學會愛: 陪他經...  
魏瑞志,  
Due: 08/16/17, 23:59  
Return to: TKOSC LEARNING COMMONS...

3 哈佛大學這樣教出孩子競爭力: ...  
Wagner, Tony,  
Due: 08/16/17, 23:59  
Return to: TKOSC LEARNING COMMONS...

[VIEW ALL 17 LOANS >](#)

Requests  
There are no requests

Fine + fees  
There are no fines

Blocks + messages  
There are no blocks or messages

- 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.