

## How to <u>Sign in to</u> <u>MyLibrary Record</u> (for EdUHK Students & Staff)

## 1. Sign in

From the Library Homepage, click "MyLibrary" to sign in.

香港教育大學 The Education University of Hong Kong			Opening Hours   Cor	中文 Text Size Q ntact Us   MyLibrary   EdUHK Portal
Collections Spaces & Facilities Access & Borrowing	Learning & Teaching	Research In	formation For Abou	ut Us 新建物的大学具有单 EdUHK Library
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nformation above would be shared with the service if you proceed. Do you agree to releas nformation to the service every time you access it? ect an information release consent duration: Ask me again at next login	ie	Login to Ed Application Username	dUHK Library Is	
I gapee to send my information this time. Ask me again if information to be provided to this service changes I gapee that the same information will be sent automatically to this service in the future. Do not ask me again I service the distance to the my service		Password		EdUHK Network Username and Password and press
s setting can be revoked at any time with the checkbox on the login page.           Reject         Accept           Select an information		Don't Ren Clear prio for release o service.	nember Login r granting of permission f your information to this	"Login"
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		> Forgot you > Need Help?	r password?	

## 2. Circulation record display

You can view your loan record under "MyLibrary Record".

EdUHK Library	arch	NEW SEARCH DATABASES JOURNAL CITATION	HELP NEWSPAPERS	CHAN, Tai
۹ <b>&gt;</b>	MyLibrary Record		SIGNED IN AS: CHAN, Tai Man Mulihrary, Record	
	OVERVIEW LOANS + RENEWAL	REQUESTS FINE + FEES BLOCKS + I	MESSAGES PERSONAL DETAILS	My Loans
	Loans + Renewal	Requests	Fine + fees	Blocks + mes: My Requests
	Schaeffer, Robert K. Due: 19/04/2020, 23:59 MMW LIBRARY MMW Book (2/F) JZ1318	YÔX		T
	<sup>2</sup> Globalization and citizenship / Ha Schattle, Hans. Due: 19/04/2020, 23:59 MMW LIBRARY MMW Book (2/F) JZ1318	There are no requests	There are no fines	There are no blocks or messages
	<sup>3</sup> Globalization : the essentials / Ge Ritzer, George, Due: 19/04/2020, 23:59 MMW LIBRARY MMW Book (2/F) JZ1318			
	VIEW ALL 5 LOANS >			

- 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
- Blocks + messages: library privileges suspended message
- Personal details: display your personal details

## 3. Sign out

Please remember to click "Sign Out" to log out.