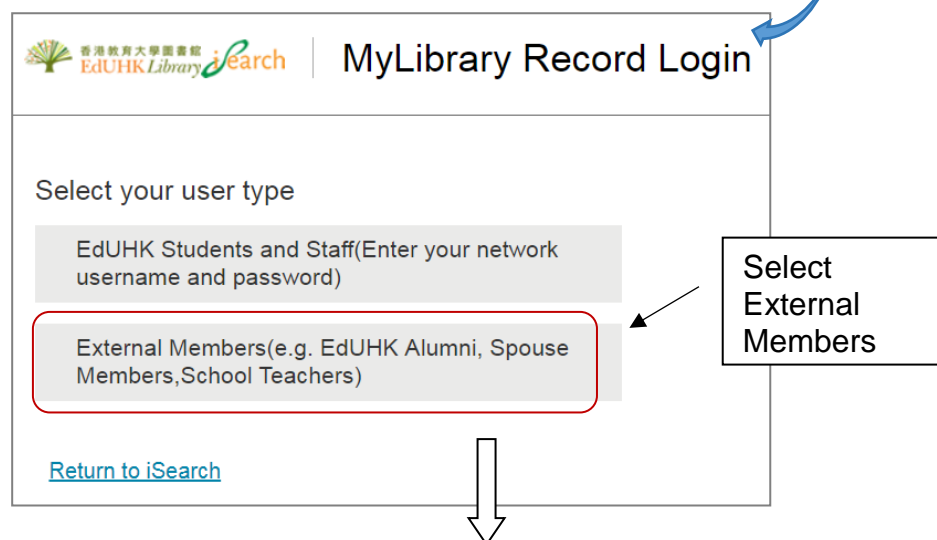
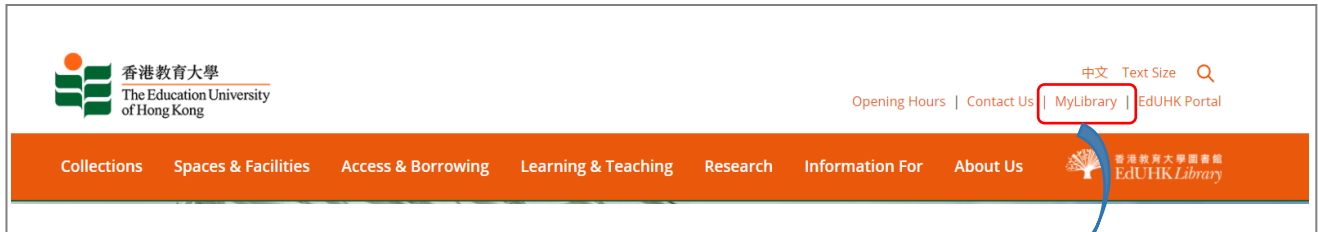


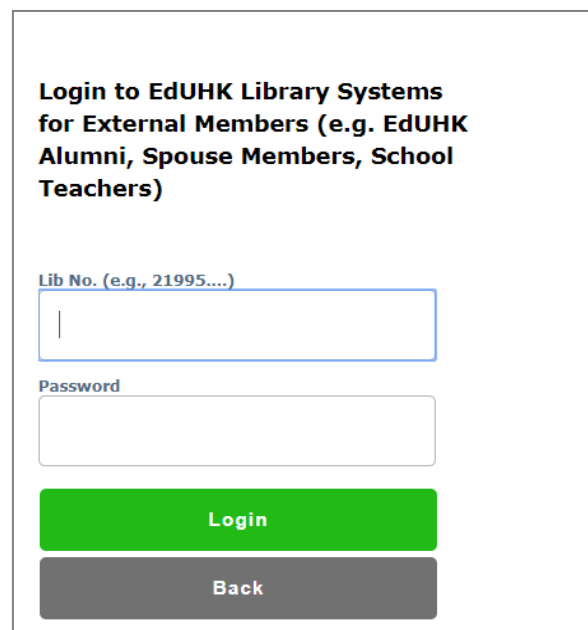
How to Sign in to MyLibrary Record (for External Members)

1. From the Library Homepage, click “MyLibrary” to sign in.



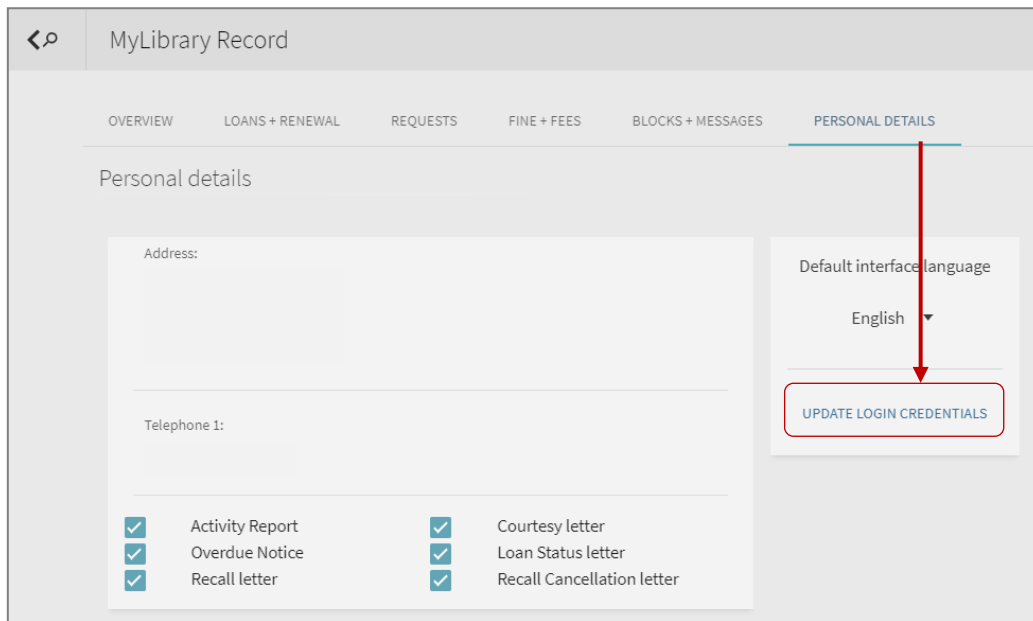
The screenshot shows the 'MyLibrary Record Login' page. It has a header with the EdUHK Library logo and 'eSearch'. Below the header, it says 'Select your user type'. There are two options: 'EdUHK Students and Staff(Enter your network username and password)' and 'External Members(e.g. EdUHK Alumni, Spouse Members,School Teachers)'. The 'External Members' option is highlighted with a red box. A blue arrow points from the 'MyLibrary' link in the previous screenshot to this option. To the right of the options is a box labeled 'Select External Members' with an arrow pointing to the 'External Members' option. At the bottom left is a link 'Return to iSearch'. A large white arrow points down from the 'External Members' option to the next step.

2. Enter the Library No. printed on your card and the initial password.



The screenshot shows the login form for external members. The title is 'Login to EdUHK Library Systems for External Members (e.g. EdUHK Alumni, Spouse Members, School Teachers)'. There are two input fields: 'Lib No. (e.g., 21995....)' and 'Password'. Below the fields are two buttons: a green 'Login' button and a grey 'Back' button.

3. Click “Personal Details” and select “Update Login Credentials”.



4. Enter the initial password as the Old Password and then your New Password twice. Remember to click “Save”.

Update Login Credentials

Old Password: _____

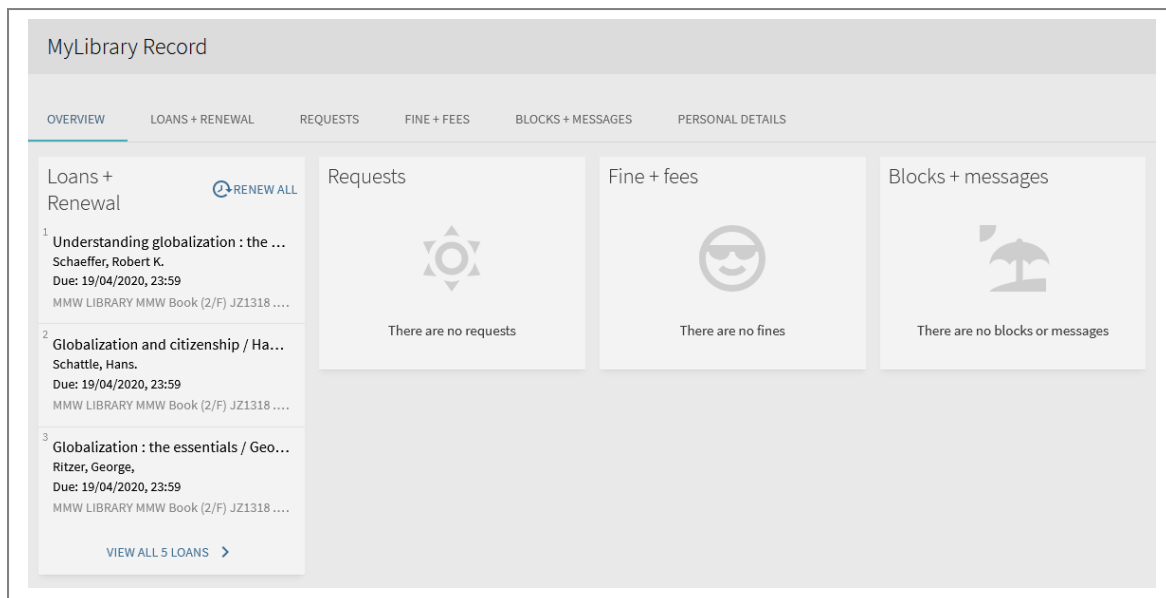
New Password: _____

Confirm password: _____

CANCEL **SAVE**

5. Circulation record display

You can view your loan record under “MyLibrary Record”.



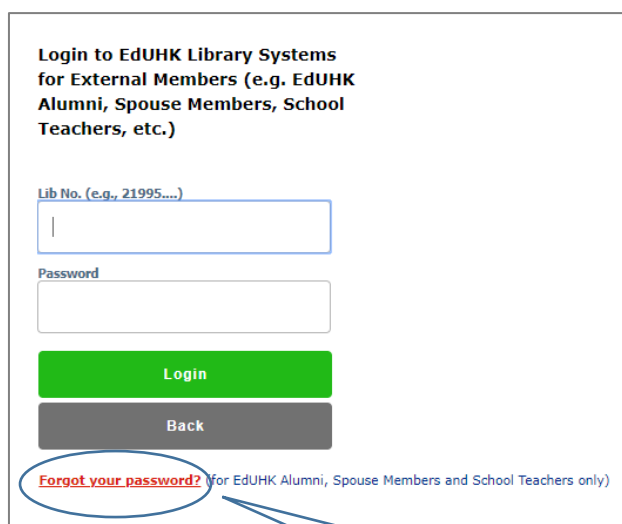
- Overview: summary of your loan record
- Loans + Renewal: details display of your check-out items
- Requests: list items that you have reserved
- Fine + fees: outstanding payment
- Blocks + messages: library privileges suspended message

6. Sign out

Please remember to click “Sign Out” to log out.



7. Forgot password (for EdUHK Alumni, Spouse Members and School Teachers only)



Click here to retrieve a temporary password