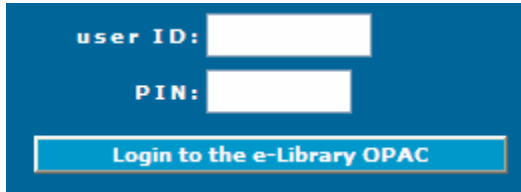


2. What is my User ID and PIN?

With the move to iBistro all member passwords have been changed to the last 4 numbers of your library card.

Having a User ID and a PIN allows you to log in to the member's area of iBistro where you can see what you have borrowed, renew items and place holds.

In order to change your password you will need to log in to your membership account.



1. Type in your library card number with a capital A in front of it into the **user ID** box (ie: A1234567)

if your card number ends in an A, replace the A with a – ie. A123456A becomes A123456-

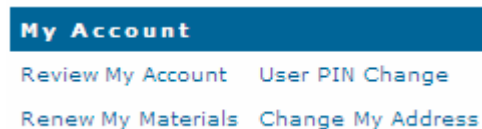
2. Type in the last four numbers of your library card into the **PIN** box (ie: 4567)

if your card number ends in an A, replace the A with a – ie. 456A becomes 456-

3. Click on the **Login to the library OPAC** box.

The iBistro page will now reload – you'll know that you're logged in because the User ID and PIN boxes will no longer be in the top right of the screen.

4. Now click on the **My Account** link at the top. A menu will appear



5. Click on the **User PIN change** link

6. Type in your **current PIN** (ie: 4567) and then type in your **new PIN**. Retype the **new PIN** and click the **Change PIN** button.

PINs need to:

- Be between 4 to 10 characters in length.
- Have no spaces or use any special characters such as !@#\$%^&*
- Be either alphabetical (all letters), numerical (all numbers) or alpha-numerical (a combination of the two)

If you have any problems setting up a new **PIN** please call your local branch where the staff will be able to help you.