

How to Create a “My Library” Account

You can create a **My Library** account through the PCA&D Library website. Your **My Library** account will allow you to view your currently checked out items, renew items online, view your reading history, saved searches, lists, etc. To reach the library website go to www.pcad.edu/Library or go to the PCA&D home page, click on *Degree Programs* and then *Library*. From the library home page select *Search the Catalog* and then choose the PCAD Library online catalog.

- From the search page go to **My Library** in the upper left corner
- Under **My Library** choose **My Library - Renew Online**
- To create a new **My Library** account follow these simple steps
 - Enter you name in the name field as it appears on your ID
 - Enter your 14 digit library ID barcode number in the barcode field
 - Enter your 14 digit library ID barcode number again in the PIN field
 - Click Submit
 - On the next page enter your name as you did on the first page
 - Enter your 14 digit library ID barcode number in the barcode field
 - Enter your 14 digit library ID barcode number again in the PIN field
 - Finally, create a new PIN
 - Retype your new PIN
 - Click Submit
 - Click Log out in the upper right hand corner of the page to return to the search home page.

You now have the ability to view and manage your library account.