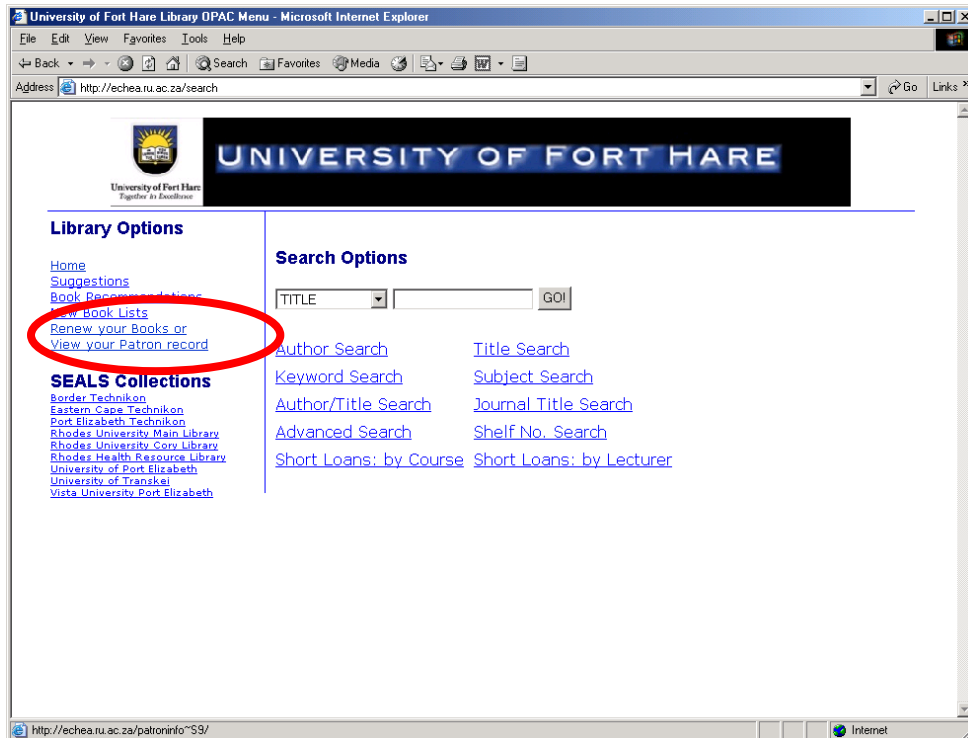


UFH Library – How to create a PIN

How to create a PIN number on the University of Fort Hare Online Public Access Catalog (OPAC).

Point your browser at the [OPAC](http://echea.ru.ac.za/search-S9) (<http://echea.ru.ac.za/search-S9>).

1. Select the menu option: **Renew your books or View your Patron Record** (red).



You will be asked to enter your name, your barcode and your PIN number.

UFH Library – How to create a PIN

Millennium Web Catalog - Microsoft Internet Explorer provided by UFH Alice

Address: <http://echea.ru.ac.za/patroninfo/~S9/>

University of Fort Hare
Together in Excellence

Web Access Management Login

For example, type "Jane Smith" and then press the TAB key.

Your Name:

For example, type "3123123123" and then press the TAB key.

Barcode:

Please enter your PERSONAL IDENTIFICATION NUMBER and then press the RETURN key

Enter your PIN:

Home | Help

2. Enter your surname (red).
3. Enter your barcode (yellow). [Your barcode is the 10-digit number located on the back of your University staff or student card.]
4. Leave the PIN field blank.
5. Click on the SUBMIT button (blue).

You will be asked: "**Please enter your PIN**"

UFH Library – How to create a PIN

Millennium Web Catalog - Microsoft Internet Explorer provided by UFH Alice

Address: http://echea.ru.ac.za/patroninfo~S9/

University of Fort Hare
Together in Excellence

Web Access Management Login

Please enter a Personal Identification Number (PIN)

Your Name: For example, type "Jane Smith" and then press the TAB key.

Barcode: For example, type "312312..." and then press the TAB key.

Please enter a Personal Identification Number (PIN)

Enter Your PIN

Enter Your PIN Again

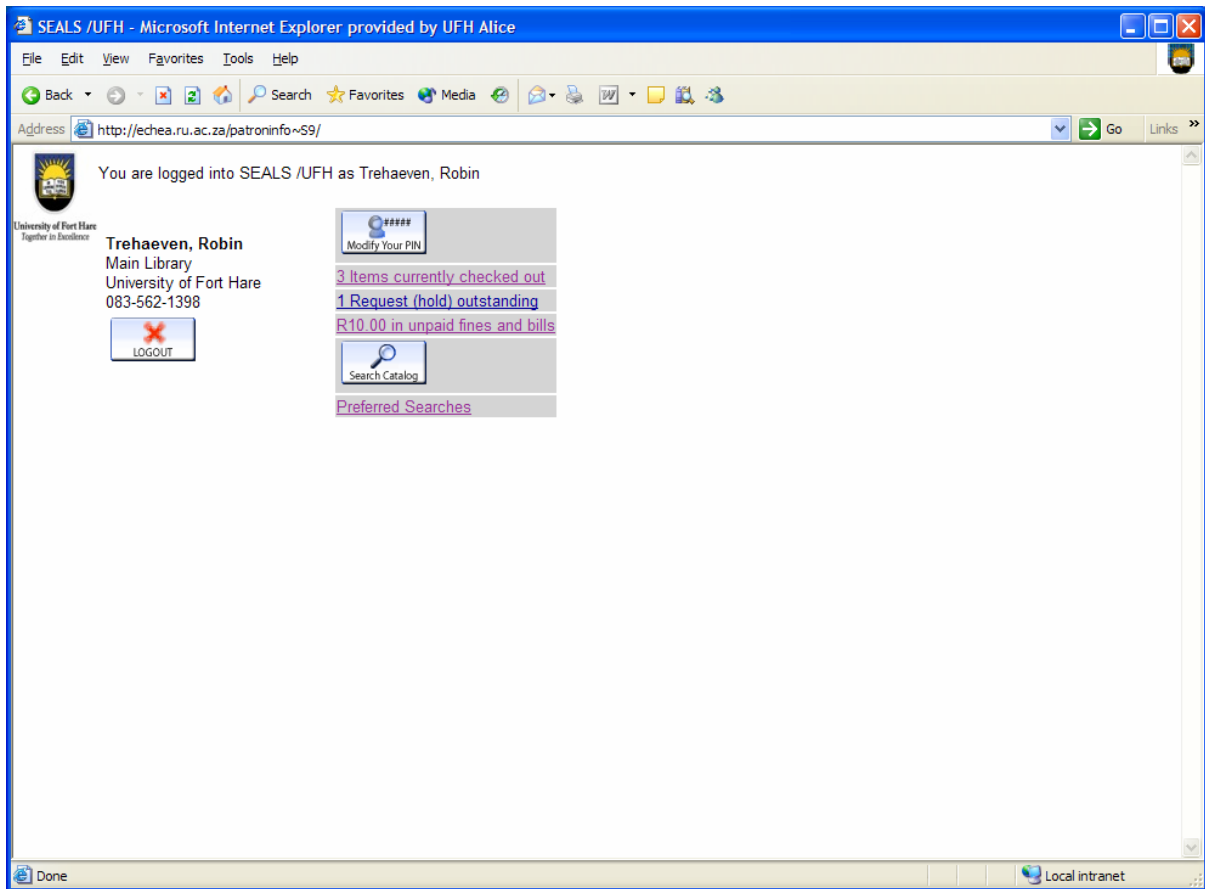
Home | Help

Done Local intranet

6. Select a PIN number and enter it (red).
7. Enter the same number again (yellow).
8. Click on the SUBMIT button (blue).

UFH Library – How to create a PIN

9. Your PIN number has been created. You may now use the OPAC under your own personal login.



10. Please select a PIN that you will be able to remember. **Only you** know the PIN. The PIN is stored on the Library computer in an encrypted format, i.e. it is stored in an unbreakable computer code.
11. If you forget your PIN you must ask a Library staff member to delete it from the Library computer. Then you will need to re-create your PIN following the procedure outlined above.