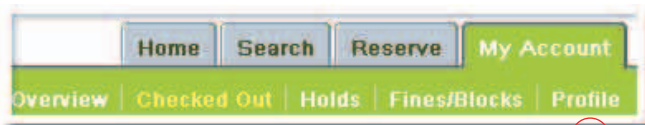


Your Profile

Profile is a collection of information that is specific to you and useful to the library.

1. Click Profile link in My Account Tab



2. Your information will appear on the screen. It includes your name, address, department, phone number.

3. In case of incorrect information, you may click Request Change button to request the library to correct your information.

4. Your email address will be shown editably. If your email address change, you can edit by yourself easily. Do not forget to click an Update button to submit your change.

5. As well as email address, you can change PIN code by yourself. To change PIN, you need to type your old PIN first in the 'Old PIN' field. Then input and reinput your new PIN in the given field. Press Update button to submit your change.

Please noted that PIN is restricted to 4-digit number only.



My Account

iPac

"My account" is a record of your personal information, any items you have currently checked out, any holds you have requested, blocks on your account, and any lists you have created or saved. To access "My Account", you may need to set up a Personal Identification Number (PIN) with the library staff before you log on.



IS - Brochure 03
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Graduate LIS: 1010 Shinawatra Tower III, 15-16th Fl., Viphavadi Rangsit Rd.,
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email: library@shinawatra.ac.th
Website: <http://library.shinawatra.ac.th>



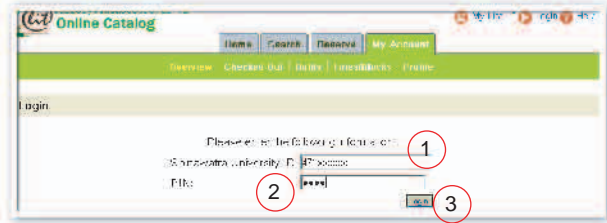
Shinawatra University
Office of Library and Information Services

IS - Brochure 03

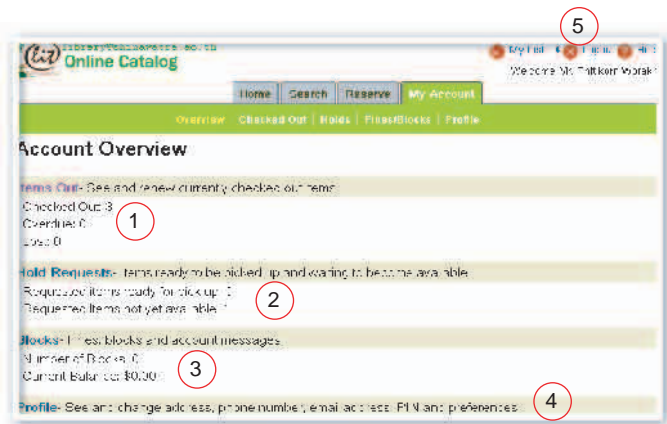
My Account

On the Welcome to Shinawatra University Library Online Catalog page, click on **My account** tap or click **Login** icon on the toolbar.

1. Enter the barcode from your **Shinawatra University ID**.
2. Enter your **PIN code** in a PIN field.
PIN (Personal Identification Number) has set up by the library. You can change your PIN after logging in to My Account by yourself (number 4 digits).
3. Click in "Log in" to start My Account.



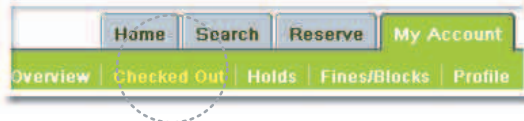
1. **Check Out:** lets you view a list of library items you have currently checked out.
2. **Hold:** lets you view the status of items that you have requested.
3. **Fines/Blocks:** lets you view information that might block your borrowing privilege.
4. **Profile:** lets you view your information.
5. When you finish, **log out** of your account.



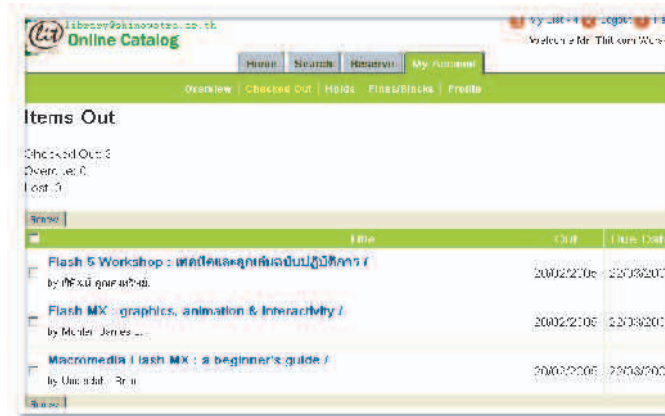
Checked Out

iPac lets you view a list of items you have currently checked out on your account.

1. Click the **Checked out** hyperlink below the My Account tab.



2. iPac displays brief summary of Checked out and the information about item such as author, date of publication, the date you have borrowed and also the due date.



Renew

Checked out & HoldYou can also renew items (extend the borrowing period) from this list.

3. Click on the **check box** of each item if you want to renew.
4. To renew all items in the list, you may click on the check box on the top left of the list.
5. Click on **renew** link.
6. New due date will be update immediately.



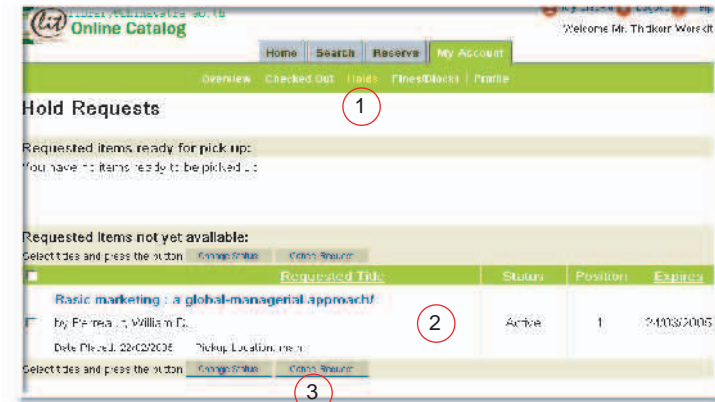
Note:

For circulation purpose, LIS users can renew via iPac **once** per item. You must return at LIS near you. If there is no request list, you may borrow that item again.

Checked Out & Holds

iPac lets you view a list of your hold requests that have been filled and are waiting to be picked up, as well as hold requests that are still pending.

1. Click on the **Hold** hyperlink below the **My Account** tab.
2. iPac displays list of your requested items divided to two main sections as mentioned below as well as details such as author, date placed, pickup location, status and position.
3. You can change status of selected items by clicking on **Change Status** as well as **Cancel Request**.



Fines&Block

You can view information about any fines, blocks, or other transactions that are currently affecting your borrowing privileges. The information displayed on the page includes;

1. The reason or block type.
2. The title of books you have borrowed or message from LIS.
3. Amount of fine per item.
4. The granted date or notice date.



LIS reserves the right to restrict your borrowing privileges when your fines are outstanding.