



## HOW TO CHANGE YOUR LIBRARY PIN

1. Go to the library's website: [waterloopubliclibrary.org](http://waterloopubliclibrary.org)
2. Click **Catalog**
3. Click **Log in** (middle top of screen)
4. Type in your **Library Card Number** and the 4-digit **PIN** that you chose at library card sign-up. If you don't remember your PIN, try 1234. If this does not work, please call the library at 319-291-4476 with your library card number and staff will assist you.
5. Click **Log in**
6. Click **My Account** (middle top of screen)
7. Click **Change PIN** (you may have to scroll down to see this)
8. Type in your **current PIN**
9. Type in your **New 4-digit PIN** (numbers only) and type it in again to **Confirm New PIN**
10. Click **Update**
11. Click **Log Out** (middle top of screen)