



# DES MOINES PUBLIC LIBRARY PERSONAL IDENTIFICATION NUMBER (PIN) INSTRUCTIONS

## Get a Personal Identification Number (PIN) go to - [http://www.desmoineslibrary.com//my\\_stuff/myaccount.html](http://www.desmoineslibrary.com//my_stuff/myaccount.html)

To use some of the personalized features of our library catalog, you need a four-digit PIN (Personal Identification Number.) When you apply for a library card, your PIN will automatically be set as the last four digits of your phone number. When you log in to the library's catalog system, you can change the PIN to another number of your choice.

If you are a first time user and do not have a Personal Identification Number (PIN):	
1	Go to the <b>My Account</b> tab in our online library catalog.
2	Enter the <b>barcode</b> number from your library card.
3	Enter the <b>last four digits of your phone number</b> in the PIN field.
4	Click the <b>Submit</b> button. ** If you see the message "Login Failed " it means that the number you entered in the PIN field does not match the phone number on your account which is used as a default PIN until you set it. Check your typing, or try the last four digits of your work, home, or cell phone number. If you cannot proceed beyond this screen, call <b>283.4152 and press 3 for assistance</b> with setting up your PIN.
5	When the Patron Information screen appears, click " <b>Profile.</b> "
6	Scroll down to the <b>Personal Identification Number</b> section on the screen. Enter the last four digits of your phone number in the old PIN field.
7	<b>Enter a new PIN</b> in the new PIN field. Your new PIN must be exactly 4 digits long. You may reuse the last four digits of your phone number if you wish.
8	<b>Reenter</b> the new PIN in the verification field.
9	Click the <b>Update</b> button to save your new PIN.
	If you have questions, please call 283.4152 and press 3