How do I ... ?: Set my library account password

Why set a password?

You need to set a password for two reasons:

- To gain remote access to the library's electronic resources (journal databases andeBooks)

To check your library account and see current loans and fees, renew loans, and placeholds.

Find your library barcode number

To set a password, you need to have your library barcode number handy. It begins with C and ends with D. You will use this same number throughout this process.
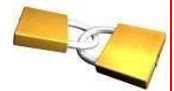
If you are not yet a member of the library you will need to contact us to set up your membership.

If you have signed up for a library card in person, you will receive a library card with a barcode. The number underneath the barcode is what you will use to log into the library system.

Unable to locate your library barcode number? Call the library on (02) 8838-8940.

Set your password in Revelation

There are two stages to this process. Firstly, setting your password (shown in Steps 1-4below), and then authorising your account in Revelation (shown in step 5 below).

From the library website you'll need to do a search.

This will take you to a new screen, where you can click on "sign In"

Step 1: Click Set/Reset Password

Sign in

Barcode | Barcode
Password | Password

Sign In   Cancel

Set/reset password

Step 2: Enter your library barcode number and press Request New Password

To reset your password, please enter your Barcode below. You will receive an email message with a new password. Once your password is reset, your current password will no longer be accepted.

Barcode | C01234D

Request new password

Thank you! You will receive an email with instructions for creating a new password.

Step 3: Go to your email

To access this email you will need to log in to the email address you have previously advised to the library. When you receive the email click on the link provided.

NB: If you don't receive this email, check your junk folder. If you are unsure which email address, please contact the library to check.

Today

✉ **Request to manage library password**
   Library Password Management

Request to manage library password

Library Password Management <DoNotReply@oclc.org>
Sent: Fri 12/02/2016 11:33 AM
To: Library Mailbox

You have submitted a request to change or create a password for your library account.

Use this link to manage your password:
https://ctluca.authn.worldcat.org/identityconfig/manageduser-config-ui/cmnd/selfmgt/validatekey?key=5tEZxBOUAC%2FBLKGVOFV5%2BW%2FUNH0AeSrX0Li1m6g5D68%3D

Please note: this link will expire within 24 hours of being sent.

If you believe you received this message in error, contact your library support services.

Step 4: Enter your library barcode number again and choose a password

Enter your User Name (this is your library barcode number) and a password of your choice. Enter the password again to confirm it. Once these have been entered, click on Change Password.

Change Password

Your password will be case-sensitive, and must be nine characters or more, with at least one non-alphabetic character. The characters semicolon (;), colon (:), apostrophe ('), and period (.) are not allowed.

Barcode

New Password

Confirm New Password

Change Password

Change Password
Your password has been changed.

Step 5: Authorising your account

Once you have created your password, you will need to go back to Revelation and click on Sign In, in the same way you did at the beginning.

Enter your barcode and password. Then click Sign In.

Sign in

Barcode   C01234D

Password   ••••••••

Sign In   Cancel

Set/reset password

This will take you to a screen advising the use of your personal data.

Choose "Yes" to proceed. If you choose "No", an account will not be created for you.

Personal Data Retention and Usage

Your Personal Data

At EBSCO, we do not share your personal information with non-EBSCO third parties.

Why we collect your data: EBSCO collects your personal data to provide you services, to improve our existing product features and functionality, and to improve our overall products.

The four categories of data we collect are:

- Account Information, such as login credentials, email, and name.

- Saved items, such as checkouts and saved searches.

- Activity data, such as searches, retrievals, and link outs.

- Other data, such as affiliations and continuing education.

If you would like more specific information related to our data privacy practices, please read our Privacy Policy.

Withdrawing your consent: You may immediately withdraw your consent for the collection of your personalized data at any time. If you do this, you will be unable to use a personalized account to access EBSCO's products. However, you will still be able to access EBSCO's products through your institution's account.

   ⟹ ○ Yes. I consent to the collection of this personalized data, and I understand the processing of my personal data is covered under my institution's contract with EBSCO.
      ○ No. I do not consent to the collection of this personalized data.

[Cancel] [Continue]

This will sign you in and enable you to save online articles, view current loans and fees, and place a hold on items you need.

Need help?

If you are having difficulty creating your password, please contact the library staff on
(02) 8838-8940 or email us at library@nswact.uca.org.au.