



Traverse des Sioux Library System

1400 Madison Ave., Suite 622
Mankato, MN 56001-5488

PHONE 507-625-6169
Toll-Free 800-450-6169
FAX 507-625-4049
www.tds.lib.mn.us

11/23/05j

Change Password

Note: This is intended as a sample cheat sheet to hand out to patrons.

If you have a new library card, you need to change your library password from the temporary password of CHANGEME. If you already have a library card, we recommend that you periodically change your password.

1. From the public catalog, click on **My Account**
2. Click **User PIN change**.
3. Type the barcode from your library card in the space for **Library Card Number**.
4. In the **PIN** box, type in your current password. For new card-holders, this will be CHANGEME. For current card-holders, this will often be up to 8 characters of your last name.
5. In the **Enter New PIN** box, type a new password, no longer than 10 characters. You can use letters or numbers, or a combination of both.
6. In the **Re-enter New PIN** box, type the same password.
7. Click **Change PIN** to change your password or **Reset** to start over.

In **My Account**, information about current library transactions can be viewed and checked-out materials can be renewed.

The screenshot shows a Microsoft Internet Explorer browser window displaying the iBistro website. The address bar shows the URL: <http://www.tds.sirsi.net/uhbin/cgisirsi/HWxopMSkol/TZT/77730129/29/1168/X/2>. The page title is "[e-Library OPAC] iBistro at Traverse des Sioux - Microsoft Internet Explorer". The main content area has a green header with the text "Welcome to iBistro! Traverse des Sioux Library System (Tds) Regional Online Catalog". There are input fields for "Library Card Number:" and "Password:". A "Log on to My Account" button is visible. Below the header, there are navigation links: "Search/Home", "Subject Browse", "Kids' Catalog", "Other Resources", "MnLINK", "ELM Databases", "Library Info", and "My Account". The "My Account" link is highlighted. Below the navigation, there are links for "Go Back", "Help", and "Logout". The main section is titled "User PIN Change" and contains the following text: "Type your ID." followed by "Library Card Number:" with an input field, "or, Alternate ID:" with an input field, and "Password:" with an input field. Below this, it says "Your PIN will be changed to the value that you type below. To ensure that you type it correctly, please enter it in both places." followed by "Enter new PIN:" with an input field and "Re-enter new PIN:" with an input field. At the bottom of this section are two buttons: "Change PIN" and "Reset Query Values". The footer of the page includes "Powered by: SIRSI" and "Welcome to iBistro! Your Electronic Library on the Web. Powered by: Sirsi Corporation, Copyright © 2000 - 2003". The browser's taskbar at the bottom shows the Windows start button, several open applications including "Eudora - [In]", "Unicorn WorkFlows", "Change password...", and "[e-Library OPAC] i...", and the system clock showing "12:54 PM".