

## MJC Library Catalog (OPUS)

<http://virtual.mjc.edu/mjclibrary>

### MY ACCOUNT

#### The Place To:

- Change your PIN
- Renew your library materials
- Review your library activity

#### How do I change my PIN?

- From **My Account** click **User PIN Change**.
- Log in, if required.
- To Log in: In the **User ID** box, type your student ID number **without the W**.
- In the **PIN** box, type in your current PIN (*your PIN is **changeme** until you change it.*)
- In the **Enter New PIN** box, type a new PIN no longer than 10 characters.
- In the **Re-enter New PIN** box, type in the same PIN.
- Click **Change PIN** to change your PIN or **Reset Query Values** to start over.
- If you are unable to proceed with changing your account, please call (209) 575-6230 in order to speak to a Reference Librarian.

#### How do I renew my materials?

- From **My Account**, click **Renew My Materials**.
- Log in, if required
- To Log in: In the **User ID** box, type your student ID number **without the W**.
- In the **PIN** box, type in your current PIN and press **Enter**. (*Your PIN is **changeme** until you change it.*)
- Select **Renew Selected Items** or **Renew All**.
- If you are renewing selected items, select the check box by the items to be renewed.
- Click **Renew Selected Items** to renew your materials, or **Clear Selections** to start over.
- If you have questions about renewing your materials, please contact the **Circulation Desk** at (209) 575-6228.

#### How do I review my library activity?

- From **My Account**, click **Review My Account**.
- Log in, if required.
- To Log in: In the **User ID** box, type your student ID number **without the W**.
- In the **PIN** box, type in your current PIN and press **Enter**. (*Your PIN is **changeme** until you change it.*)
- View your account activity. This is where you can see what items you have checked out, when they are due, and if you owe any fines; you can also cancel a hold you placed if you no longer need the item.
- If you have questions about your account activity, please contact the **Circulation Desk** at (209) 575-6228.