

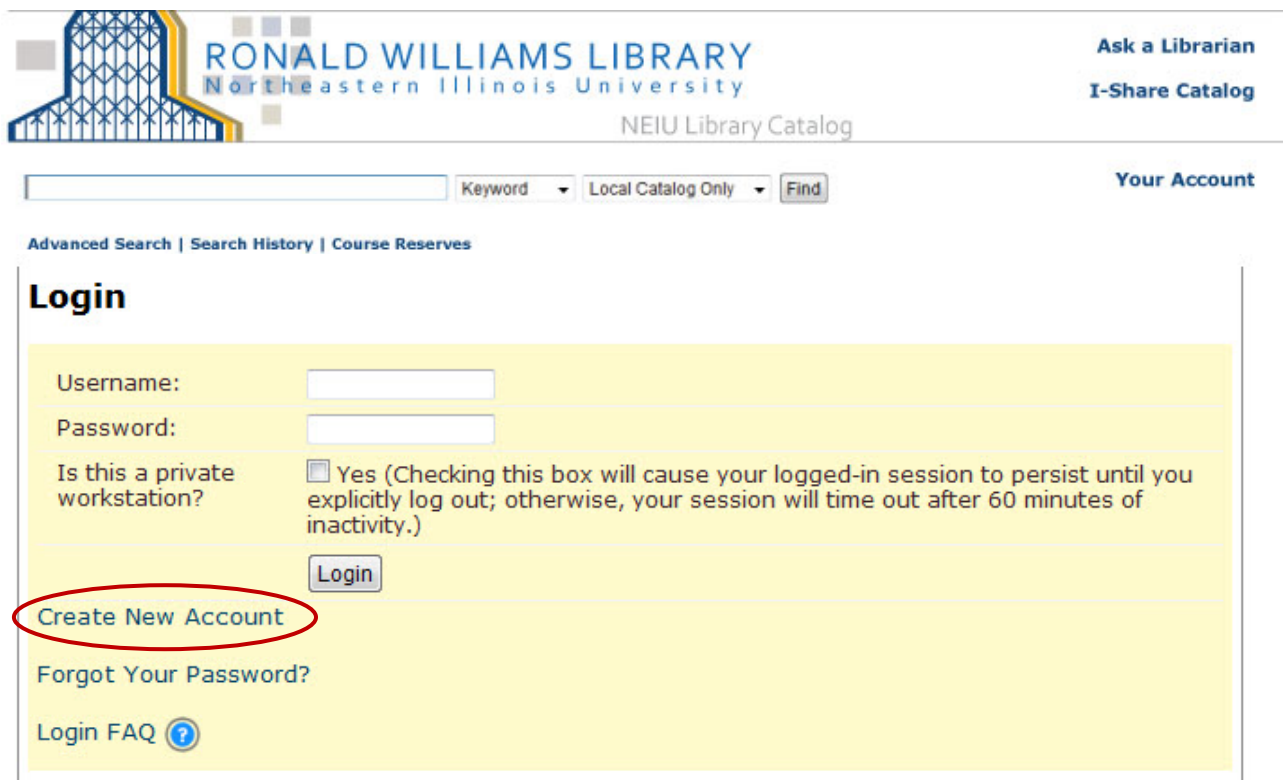
Instructions for Creating a New Account in the NEIU Library Catalog

You will need to create a new account in the new library catalog for requesting library materials and to view your account information. Your old account information is still active, but by creating a new account you will link your new login information to your existing library account. Your pending requests and the books you have currently borrowed are still available for you to view, renew, or cancel.

1. Click on the [Your Account](#) link in the upper right of the home screen to create your new library account.



2. On the [Login](#) page click on [Create New Account](#).



3. Fill out all of the information on the **User Account** form. All fields are required.

Email address: The email address where you want us to send a new password if you ever forget your password and ask for a new one. Note that updating the email address in your account does **not** update it in the Library's official record for you. Official email notifications from the Library (due date reminders, overdue notices, article delivery, etc.) will still be sent only to your NEIU email address.

Desired Username and Password: Enter any Username and Password you wish. Pick a combination you can easily remember. The new system will allow you to reset your password if you forget it.

Borrower ID (Barcode Number): You must provide your 14-digit barcode (21224nnnnnnnnn) in order to link your existing library account to your new login information. You will only need to do this one time. Future access to your library account will only require the new username and password that you create.

I-Share Library with Which You Are Affiliated: Click the drop down menu to choose Northeastern Illinois University.

RONALD WILLIAMS LIBRARY
Northeastern Illinois University
NEIU Library Catalog

Ask a Librarian
I-Share Catalog

Your Account

Advanced Search | Search History | Course Reserves

User Account

Basic Information

First Name: ?

Last Name: ?

Email Address: ?

Desired Username: ?

Password: ?

Password Again: ?

Library Catalog Profile

In order to request items through I-Share you must profile your VuFind user account with your library account information:

Borrower ID (Barcode Number): ?

Last Name on Library Account: ?

I-Share Library with Which You Are Affiliated: ?

[Login FAQ](#) ? [Instructions for ILLINET libraries](#)

Favorites

Checked Out Items

Requested Items

Fines

Blocks

Contact Information

User Account

Choose Northeastern Illinois University

Click Submit to finalize your choices and create your new account.

A couple of things to keep in mind when creating and using your new account:

The Library recommends that you create a new Username and Password that is meaningful (and memorable) to you. However, you may continue to use your Borrower ID (Barcode Number) and Last Name as your Username and Password as you have used with the old NEIU Library Catalog (“Classic Search”). Follow these steps to continue to use your Barcode and Last Name as your Username and Password:

1. Login to **Your Account** (even though you have not created a new one) and enter your 14-digit barcode as your Username and your last name as your Password.

RONALD WILLIAMS LIBRARY
Northeastern Illinois University
NEIU Library Catalog

Ask a Librarian
I-Share Catalog
Your Account

Keyword Local Catalog Only Find

Advanced Search | Search History | Course Reserves

Login

Username: 21224nnnnnnnn

Password: <Your last name>

Is this a private workstation?
 Yes (Checking this box will cause your logged-in session to persist until explicitly log out; otherwise, your session will time out after 60 minutes of inactivity.)

Login

Create New Account
Forgot Your Password?
Login FAQ ?

Login to Your Account using your 14-digit barcode as your Username and your last name as your Password

2. Click on the link to “[establish that number as the username of a new VuFind account](#)”.

Did you attempt to log in with your Library Borrower ID (barcode number)?

The number you entered is not a recognized VuFind username. You may:

- [establish that number as the username of a new VuFind account](#), or
- [create a new account with an easy-to-remember username and "profile" that account with your library borrower ID, so that you can use it to request items from the library.](#)

First time logging in? [Set up a new account.](#)

Login

Username:

Password:

Is this a private workstation? Yes (Checking this box will cause your logged-in session to persist until you explicitly log out; otherwise, your session will time out after 60 minutes of inactivity.)

[Create New Account](#)

[Forgot Your Password?](#)

[Login FAQ](#) 

Click this link to continue using your Borrower ID (barcode number) and last name as your Username and Password

3. The **User Account** form will be pre-populated with your 14-digit barcode as your Desired Username and your last name as your Password. Complete steps 1-3, and click the Submit button.
- a. Note on **Email Address**: This is the email address where you want us to send a new password if you ever forget your password and ask for a new one. Updating the email address in your account does **not** update it in the Library's official record for you. Official email notifications from the Library (due date reminders, overdue notices, article delivery, etc.) will still be sent only to your NEIU email address.

Please fill out the four (4) steps below:

User Account

Basic Information

(Step 1) --> First Name: ?

(Step 2) --> Last Name: ?

(Step 3) --> Email Address: ?

Desired Username: 21224nnnnnnnn ?

Password: ?

Password Again: ?

Library Catalog Profile

In order to request items through I-Share you must profile your VuFind user account with your library account information:

Borrower ID (Barcode Number): ?

Last Name on Library Account: <Your last name> ?

(Step 4) --> I-Share Library with Which You Are Affiliated: ?

[Login FAQ](#) ? [Instructions for ILLINET libraries](#)

Navigation Menu:

- Favorites
- Checked Out Items
- Requested Items
- Fines
- Blocks
- Contact Information
- User Account**

Annotation: A red box highlights the "Submit" button. A red bracket groups the "First Name", "Last Name", and "Email Address" fields. A red arrow points from the "Submit" button to the "Complete Steps 1-3 and click the Submit button." text box.

****IMPORTANT** – Please remember to **Log Out** of your account when you have finished creating a new account or anytime you login to **Your Account**.