

L. DOUGLAS WILDER LIBRARY & LEARNING RESOURCE CENTER

Review Your Library Account / Renew Library Materials / Change Your PIN

You are now able to renew your own library materials or review your library account through the library website.

You will need your Library User ID. For most users, the Library User ID will be the ID number listed on the back of your Student ID or your Faculty/Staff ID card.

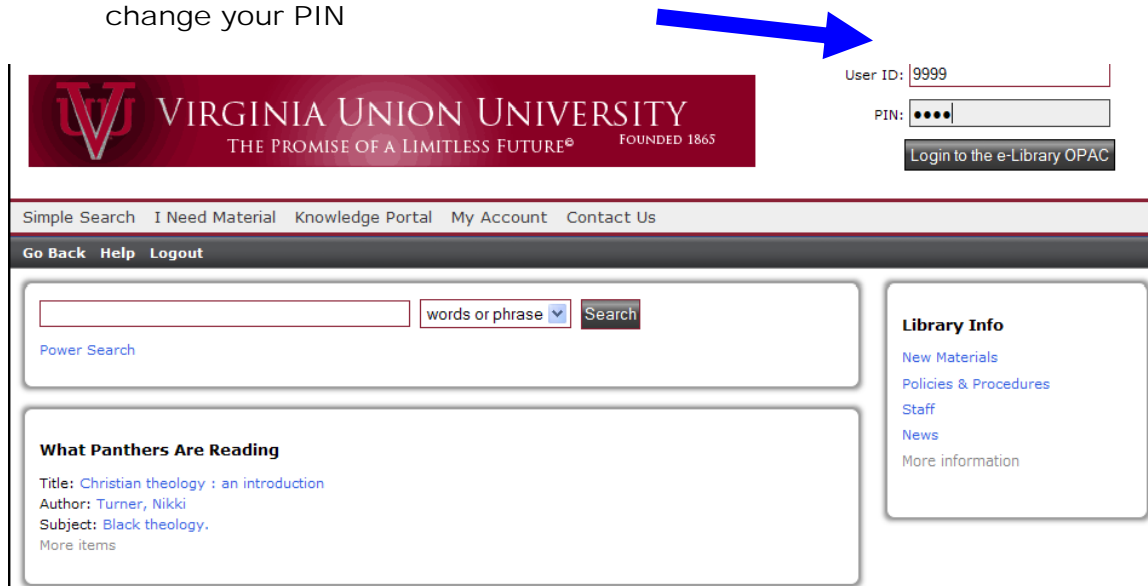
You will need your library PIN. This is the number you use for printing in the library. If you have never printed in the library and do not know your PIN, please call (804) 257-5822 for this information.

This service is only for VUU students, faculty, staff or alumni who are registered library users.

Not sure if you are a registered user? Call (804) 257-5822 to verify your account information.

How to Log-in to the Library website OPAC

- ◆ Go to the Wilder Library website at <http://www.vuu.edu/library.aspx>
- ◆ Click the link to WALNET
- ◆ Locate the log-in box and enter your user information
- ◆ Click "Login to the e-Library OPAC"
- ◆ You are now able to renew items, review your account information or change your PIN



The screenshot shows the library website interface. At the top right, there is a login section with the following fields and buttons:

- User ID:
- PIN:
- Login to the e-Library OPAC

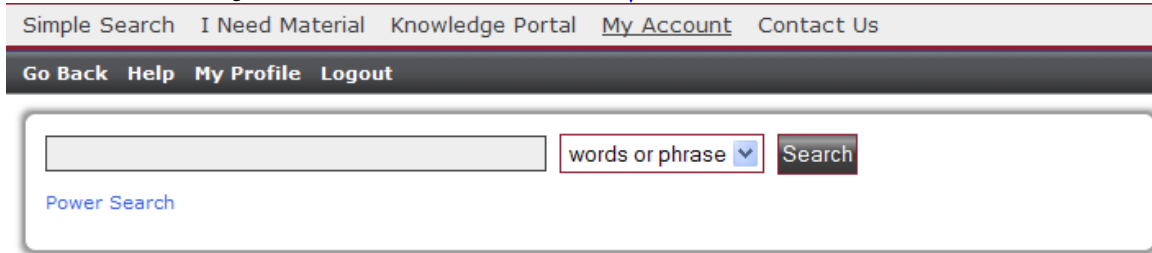
Below the login section is a navigation bar with links: Simple Search, I Need Material, Knowledge Portal, My Account, Contact Us. Below that is a secondary navigation bar with links: Go Back, Help, Logout.

The main content area is divided into three sections:

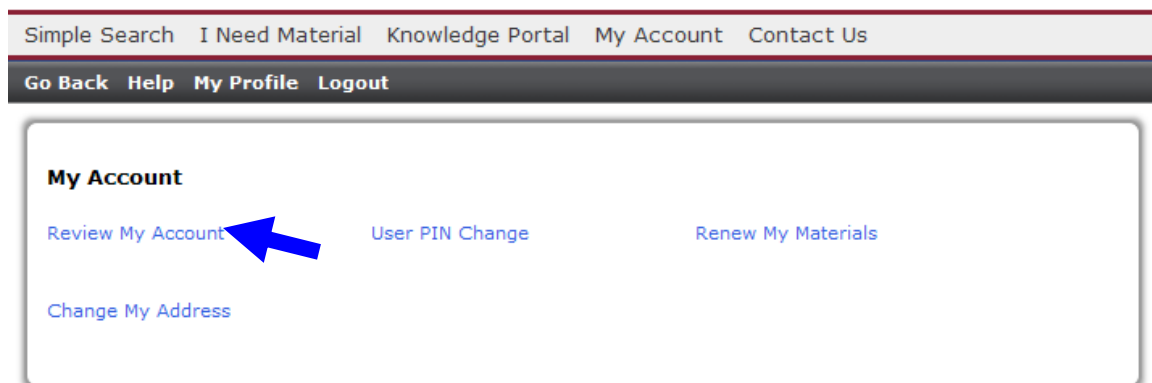
- Search:** A search box with a dropdown menu set to "words or phrase" and a "Search" button. Below it is a "Power Search" link.
- What Panthers Are Reading:** A section listing a book: Title: [Christian theology : an introduction](#), Author: [Turner, Nikki](#), Subject: [Black theology](#). Below the listing is a "More items" link.
- Library Info:** A sidebar with links: [New Materials](#), [Policies & Procedures](#), [Staff](#), [News](#), and [More information](#).

How to Review Your Account

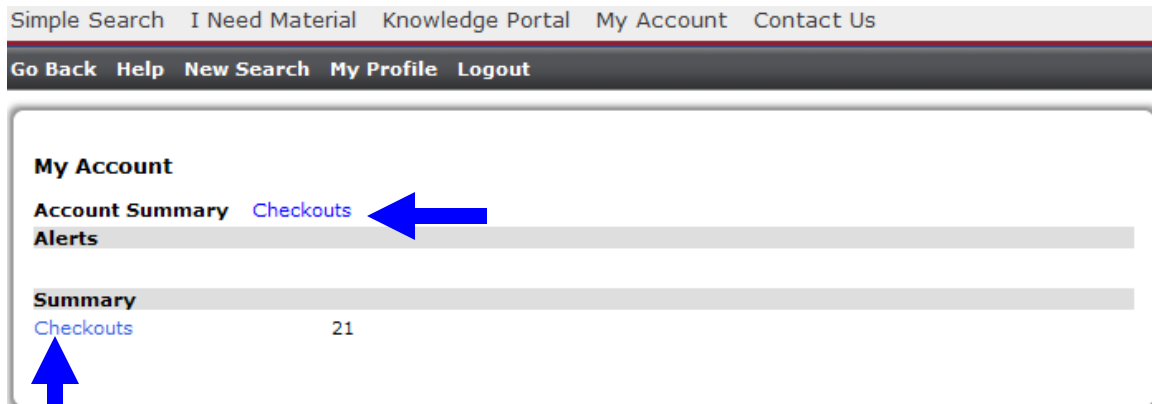
- ◆ Click the "My Account" link



- ◆ Choose "Review My Account" from the menu



- ◆ You will see an Account Summary including the total number of items you have checked out.
- ◆ To see the details of the items checked-out, including due dates and any fines for those items—click the "Checkouts" link



How to Renew Your Library Materials

- ◆ Click the "Renew My Materials" link

Simple Search I Need Material Knowledge Portal My Account Contact Us

Go Back Help My Profile Logout

My Account

[Review My Account](#) [User PIN Change](#) [Renew My Materials](#) ←

[Change My Address](#)

- ◆ You will see a list of items eligible for renewal.
- ◆ Choose "Select Items to Renew" if you only want to renew certain books or choose "Renew all" if you want to renew all eligible books.
- ◆ Click the "Renew Selected Items" to confirm renewal(s)

Simple Search I Need Material Knowledge Portal My Account Contact Us

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Select Items to Renew

21 items eligible for renewal. Use check boxes below to mark list items for Renew.

Select Items to Renew Renew all

<input type="checkbox"/> Richard Hakluyt and the English voyages Parks, George Bruner, 1890-	Due: 12/15/2011,23:59
<input type="checkbox"/> A land as God made it : Jamestown and the birth of America Horn, James P. P.	Due: 12/15/2011,23:59

[Renew Selected Items](#) [Clear Selections](#)

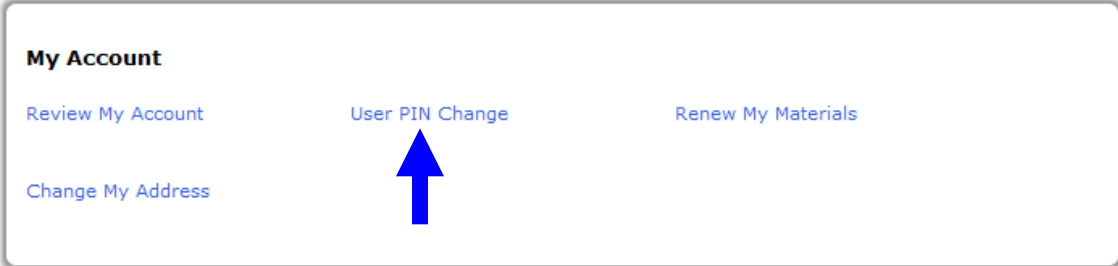
How to Change your PIN

- ◆ Click the "User PIN Change" link

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Go Back Help My Profile Logout

My Account
[Review My Account](#) [User PIN Change](#) [Renew My Materials](#)
[Change My Address](#)



- ◆ Your USER ID information is automatically
- ◆ Enter your old PIN
- ◆ Enter your new PIN
- ◆ Re-enter your new PIN
- ◆ Click the "Change PIN" button

Simple Search I Need Material Knowledge Portal My Account Contact Us

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User Pin Change
Type your ID.
User ID: or
Alternate ID:
PIN:
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.
Enter new PIN:
Re-enter new PIN:

