## YAVAPAI LIBRARY NETWORK CATALOG: Managing My Account

## 1. Click on My Account

2. Enter your library barcode and PIN and click Log In

	Log In My Account My Lists   Library Information   Select Langua
	YLN
	× NIV
Fields	Library Barcode: 21234567891011 Search Adva
	PIN: ****
Now	Log In

3. Once you are logged in, the screen will default to one of the tabs below (usually Personal Information)

Personal Information Checkouts Holds Fines	Your status: OK	
Lastname, First	Checkouts Total:	3
Change PIN		
Preferences	Holds Total:	4
SMS Notifications		
	Fines Total due:	\$0.00

- 4. Under the **Personal Information** tab, you can click on the headings to expand and see more information, view your name and address information, change your PIN, or add a cell number to get text notices . If any information is incorrect, contact your local library.
- 5. Under the **Checkouts** tab, you can view a list of the items you currently have checked out, their due dates, and you can renew them here.
- 6. Under the **Holds** tab, you can view the items you have on hold, their pickup location, and your place in the holds queue. You can also edit your holds, pickup locations, and suspensions here.
- 7. Under the Fines tab, you can view any outstanding fines, as well as your payment history.
- **8.** On the right hand side, you can see a summary of your account, including your status and the number of checkouts, holds, and any fines you may owe.

