

# My Circulation Record (Quick Link)

Visit [www.hksyu.edu.hk/lib](http://www.hksyu.edu.hk/lib) and  
Click [My Circulation Record] to start.



- ◆ First time user login
- ◆ Reset your PIN
- ◆ Modify PIN
- ◆ Modify Personal Information (Email)
- ◆ Online renewal
- ◆ Online reservation


**Hong Kong Shue Yan University Library** 香港樹仁大學圖書館  
 Hong Kong Shue Yan University Library  
**E-mail:** [libinfo@hksyu.edu](mailto:libinfo@hksyu.edu) **Tel.:** 2806 5113

## First time user login

(1) Enter [Your Name], [Barcode].

Press [Submit] to continue.

(2) Enter [Your Name], [Barcode] again.

Enter your first PIN two times.

(3) Press [Submit] to complete.

Where are [Your name] and [Barcode]?

Your Name	Barcode
	

## Reset your PIN

(1) Click [Forget Your PIN].

Do not enter your name and barcode.

(2) Then, enter [Your Name], [Barcode], and press [Submit] to continue.

(3) A message will be sent to your email. Follow the instructions, enter your name, barcode and your new PIN.

(4) Click [Submit] to complete.

## Modify PIN

(1) Click [Modify PIN] after login.

**Create a Patron Identification Number (PIN)**

Your PIN:  **Current PIN**

Please enter a Personal Identification Number (PIN)

Enter Your PIN

Enter Your PIN Again  **New PIN**

(2) Click [Submit] to complete.

## Modify Personal Information

(1) Click [Modify Personal Information] and you can change your email address..

**Modify Patron Information**

Please enter new information and press Submit.

Email Address

(2) Click [Submit] to complete.

## Online renewal

If you want to renew the item online, please renew it on or before the due date.

You can click the [box] next to the title and press [Renew Marked] to renew the selected item.

Or you can press [Renew all] to renew all items. New due date shows under “Status”.

**List of checkout**

17 ITEMS CHECKED OUT

RENEW	TITLE	Ratings	BARCODE	STATUS	CALL NUMBER
<input type="checkbox"/>	Zuo wen zhi sheng guan jian : Xie zuo fan li 100 = Pass key to writing : 100 best samples / Guo Huimin. 作文致勝關鍵：寫作範例100 = Pass key to writing : 100 best samples / 郭慧敏.	☆☆☆☆☆	38123000995205	DUE 02-06-16 Renewed 2 times	805.17 1115 2009
<input type="checkbox"/>	朗文商務致勝英文書信 = Write for modern business / Grahame T. Bilbow著 ; [譯者管燕紅]	☆☆☆☆☆	38123000872164	DUE 02-06-16 Renewed 2 times	493.6 1416 2000

## Online reservation

You can request the item online that is checkout already. A pickup notice will be sent to your email address if the item is available.

**List of holds**

1 HOLD

CANCEL	TITLE	Ratings	STATUS	PICKUP LOCATION	CANCEL IF NOT FILLED BY
<input type="checkbox"/>	Star wars : the force awakens / Alan Dean Foster.	☆☆☆☆☆	1 of 1 holds		