## **Community/Guest Borrowers:**

Community/Guest Borrowers will need to contact Access Services to receive their password.

1. Click on "Guest" in the upper right corner.



2. Click "Sign In".



3. Click on "Guest Users" if you are a community borrower.



4. Enter your Library Card Number for the User Name and your password.



5. You will know that you are logged in when you see your name in the upper right corner.

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6. The first time you login to change the password that is provided by the Circulation Desk. To do this, hover over your name in the upper right hand corner and then Click "My Library Account".



7. Click on the tab that is labelled "Personal Details"

OVERVIEW LOANS	REQUESTS	FINE + FEES	BLOCKS + MESSAGES	PERSONAL DETAILS	
Personal details Account expires on 01/31/18					
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State:			Zip:	UP	DATE LOGIN CREDENTIALS
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8. Click on "UPDATE LOGIN CREDENITALS", then follow the directions and create a new password.

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<sub>ty:</sub> ew Britain	Change login credentials Old Password:	English	
lid From: . <b>/20/17</b>	New Password:		
	CANCEL SAVE		

9. You will received a message in red that indicates that you are successfully changed your password.



Please Contact the Circulation Desk if you have difficulty logging into your library account <u>circulation@ccsu.edu</u> or 860-832-3410