



Mary Livermore Library
The University of North Carolina at Pembroke
PO Box 1510
Pembroke, NC 28372-1510
Reference: 910.521.6656
Circulation: 910.521.6516
Fax: 910.521.6547
www.uncp.edu/library/

Creating a Personal Identification Number (PIN)

A Personal Identification Number (PIN) is a password, which guarantees the privacy of your library record. It is required for various library functions, such as renewing items, placing holds, requesting materials from FSU or UNCW, and connecting to licensed databases (electronic resources) from off campus.

Go to the Library's home page at www.uncp.edu/library/

1. Click **Your Library Record**
2. When the new window opens, click **View Your Library Record**
3. You will then see a login screen (UNCP should use the login on the right side of the screen). Put your first or last name (not both) in the first box. Enter your University ID (your Banner number) in the second box, and leave the third box empty. Click the **Submit** button. Two additional boxes will appear. Enter your PIN in the third box and repeat it in the fourth box (see image below).

The screenshot shows a login form for UNCP. The title is "UNCP Students, Faculty, Staff and Other Registered Borrowers". There are three input fields: "Your last or first name:" with "smith", "Your UNIV ID (Banner or card) number:" with "840000332", and "Please enter a Personal Identification Number (PIN)". Below the PIN field, there are two more fields: "Enter Your PIN" and "Enter Your PIN Again", both containing "19Gss32". A red arrow points from the text "Create a PIN that is both complex and case sensitive" to the first PIN input field. At the bottom, there is a "Submit" button, a "PIN Information" link, and a "Forget Your PIN?" link.

4. Click the **Submit** button. You will see your personal information screen. Please verify your mailing address, etc. If you see any errors, please contact the Circulation Desk at 910.521.6516. You can also modify your PIN or renew checked-out items. Click the **Logout** link.

NOTE: If you have problems creating a PIN or if you forget your PIN contact the Reference Desk at 910.521.6656 or at refdesk@uncp.edu.