

# Forgot or Change Password in Library My Account

User may contact library staff when you have forgotten your password in Library My Account or you would like to change your password through the Online Library Catalogue in the Library Webpage. Please see the following steps before changing your password:

- Student completed the registration process or staff completed the application process. They will use Library My Account to see their borrowing record as follows:
  - a. Access Library Webpage <http://library.hkct.edu.hk>
  - b. Click the right-hand side shortcut (My Account)



### Login

Patron Barcode

Remember to logout your account before closing browser!

PIN

Patron barcode and a preset password are same as the student number (all eight digits) or the staff number.

**\*\*Library My Account will not be accessed if students or staff have not completed the registration process or the application process. They can contact library staff for any support by phone (2265-6918) or by email [lib@hkct.edu.hk](mailto:lib@hkct.edu.hk). Students and staff are not able to borrow books if they have no library account. They can come to the library to use resources and services by their student card or staff card.**

## Change Password in Library My Account:

1. Access Library Webpage <http://library.hkct.edu.hk> and login Library My Account
2. Please select Change Password after login Library My Account.
3. Input new password in a column of new password.
4. Retype new password again.
5. Click “Change Password”.

### My Account

- General Information
- Items Checked Out
- Items On Hold
- Outstanding Fines
- Borrowing History
- Change Password**

#### Change Password

New Password

Confirm Password