



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. A PIN may consist of letters, numbers, or a combination of both and must be between 4 and 38 characters and should be something that is complex but also easy for you to remember.

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 next see a login window with three boxes. 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).

Please enter a new PIN.

Please enter the following information:

Enter your last or first name:

Enter your University ID Number:

Please enter a Personal Identification Number (PIN)

Enter Your PIN

Enter Your PIN Again

Create a PIN that is complex and case sensitive

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** button.

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. You must be able to verify all of your personal information, including your University ID, or we will not remove your old PIN.

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