

Renewing Books Online

To renew your library books online

1. Go to Nicholls library homepage by typing the following:

<http://www.nicholls.edu/library>

2. Click the **MY ACCOUNT** icon
3. Click the **RENEW MY MATERIALS** icon

For students enrolled for the first time in Spring 2006 or later, the Alternate ID is your 8-digit Student ID Number without spaces or dashes.

For all other library users, the Alternate ID is your 9-digit Social Security Number without spaces or dashes.

4. Type the requested information in the Alternate ID and PIN fields.

For all students your PIN is CHANGEME until you change it.

You may change the PIN to a different 1-10 character code by going to User PIN Change. (This is not the same PIN used for ICAN, registration, or grades.)

5. Click the **LIST CHARGED ITEMS** icon

1. Click the box next to the item to be renewed.
2. Click the **Renew Selected Items** icon.
3. Check the record for the new due date and make a note of this date.
4. Call the Circulation Desk at 448-4654 if the due date does not change.

NOTE:

An item can be renewed up to 3 times during a semester, and the system will not allow renewal of items if you owe \$10.00 or more to the library. If you need assistance accessing your account, contact the Circulation Desk at (985) 448-4654.

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