

# UPDATING YOUR PATRON ACCOUNT

Sept. 2018

## Step 1: Log into your account.

- Go to our online catalog: [catalog.tln.lib.mi.us](http://catalog.tln.lib.mi.us)
- Click the blue “**Log In**” link in the top right corner.
- Enter your library card number and PIN.
- Click on your **Account**.

## Step 2: Check/Change Your PIN

- Patron PIN numbers must be numeric and 4-6 numbers in length.
- To change your PIN, click “**Library PIN**” under **Account Summary**. You will need to know your old PIN.
- If you don't know your old PIN, a staff member can reset it for you either in person or over the phone.
- Patron PINs in the old catalog that included letters or exceeded six characters and weren't changed before May 25th, have been changed to the last four digits of the phone number in the patron's account.

## Step 3: Signing Up For Text Notifications and Email Receipts

- To opt-in for text notifications and email receipts, click “**Opt-In & Notification**” under **Account Summary**.
- Review and update your contact information if you wish to receive these notifications. Current email address, phone number, and carrier information are required to receive email and/or SMS notifications.
- Once your contact information is updated, check the corresponding boxes to receive text notifications for **Hold Shelf Notices** (when a hold is available for pick-up) and/or **Coming Due Notices** (a notice 3 days prior to when item(s) are due).
- If you would like to receive a copy of your checkout and renewal **Receipts** by email, check the corresponding box.