

Establishing a PIN

In order to view your current circulation record to check fines and charges or items currently checked out, overdue, or on hold you will need to establish a Personal Identification Number (PIN). Once you have established a PIN, you will be able to reserve items, access online subscription databases from home, and take advantage of other special features of CountyCat. You can now renew materials online or via the telephone. For more information, check out the informative links when you access the Catalog [<http://countycat.mcflls.org/search>].

1. Access the Milwaukee Public Library web site [<http://www.mpl.org>].
2. Click on the **Search Library Catalog** link.
3. In the **Access My Account** section on the left side of the screen, click in the **Barcode** box, type the number which appears on your library card (note: you do not need to include spaces).

The screenshot shows the CountyCat website interface. At the top, it says "Welcome to COUNTYCAT The Catalog of Public Libraries in Milwaukee County". There are navigation tabs for Home, Help, Databases, OverDrive, and NetLibrary. A search bar contains a "Keyword" dropdown, a text input field, and a "Submit" button. Below the search bar are "Additional Search Options" and two columns of links: "Search CountyCat For" (Books, DVD/VHS, Music, Audiobooks) and "Other Resources" (Ask Away Virtual Reference, OverDrive Audiobooks, NetLibrary Ebooks, Subscription Databases, Library ELF - Notifications). At the bottom, there are links for "What Can I Do In CountyCat?" and "Information". On the left side, there is a sidebar for "Milwaukee County Federated Library System" with an "Access My Account" section containing a "Barcode" input field, a "PIN" input field, and a "Submit" button.

4. Click in the **PIN** box and type in a personal identification number (see "Tips for Creating and Using your PIN" below).
5. Click on the **Submit** button.
6. You will be asked to reenter your PIN number two more times because you are establishing a PIN for the first time.
7. Click on the **Submit** button.
 - A page with your patron info will display (name, address, phone number, as well as any items you may have checked out or currently have on hold).

Your PIN number will display as stars (****) for your privacy.

Tips for your Creating and Using your PIN:

- ⦿ For security, your PIN should be at least four characters.
- ⦿ Your PIN can be either letters or numbers.
- ⦿ If you forget your PIN, please ask a Librarian for assistance.
- ⦿ You can modify your pin at any time.

Note: If a message comes up Invalid Pin, please see a Librarian for assistance

This is a close-up of the "Access My Account" section from the screenshot above. It shows the "Barcode" input field with the number "25261234567899" and the "PIN" input field with five stars. A "Submit" button is located below the PIN field. At the bottom of this section, there is a link that says "What's this?".