

Your Library PIN Number

Your Library PIN (Personal Identification Number) allows you to view information about your library account online. You can see what you currently have checked out, renew books, view the status of your OhioLINK requests, and more. **YOU** create your PIN the first time you view your account.

TO CREATE YOUR LIBRARY PIN:

1. Go to <http://catalog.case.edu/patroninfo>.
2. In the box on the right side of the screen with the CIA logo, type your First Name and Last Name in the space provided.
3. Enter your library account number. If you don't know your account number, ask a member of the library staff for this information.
4. Enter the PIN you wish to use. It can be whatever you choose and should be between 6-30 characters long and include letters and numbers.
5. Click on the SUBMIT button. You will be asked to repeat your PIN to confirm your choice.

PIN numbers should be between 6-30 characters and include letters and numbers.

TO CHANGE YOUR PIN:

- Follow the same steps listed above using your current PIN, but after you click SUBMIT the first time, enter your **new PIN** in the boxes indicated.
- Click SUBMIT, and your PIN will be changed.

IF YOU FORGET YOUR PIN:

- Call the Library staff at 216-421-7440 or send a message to referencehelp@cia.edu.
- Ask to have your PIN removed from your library record.
- Please note that your PIN is always encrypted; the library staff can delete your PIN but not read it.

NEED MORE HELP?

Call the Library staff at 216-421-7440 or visit our web site, cia.edu/library.

