



UNIVERSITY OF TM
KWAZULU-NATAL
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YAKWAZULU-NATALI

How to create and access your UKZN library account

Rose & Ashika



EDGEWOOD CAMPUS



HOWARD COLLEGE CAMPUS



NELSON R MANDELA SCHOOL OF MEDICINE



PIETERMARITZBURG CAMPUS

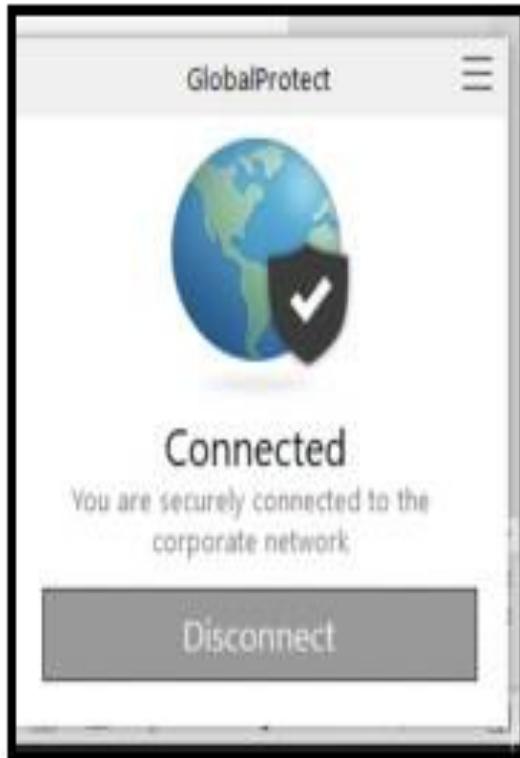
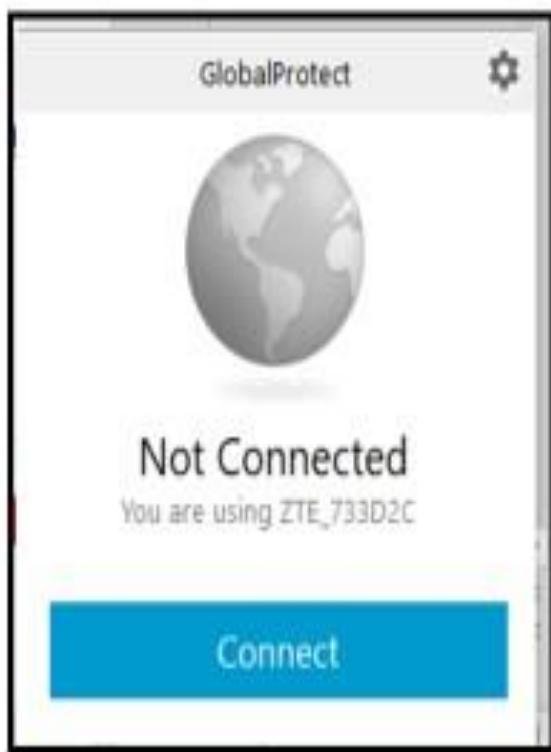


WESTVILLE CAMPUS

UKZN INSPIRING GREATNESS

OFF-CAMPUS TO E-RESOURCES

VPN Connection (Global Protect Client)



Why do you need a My Library Account?

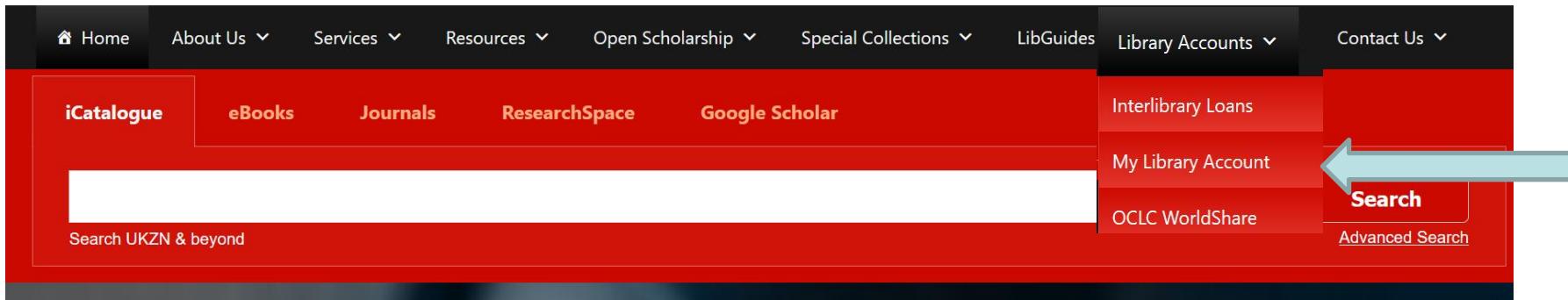
- To view what books you have borrowed and their return dates
- To renew books on loan
- During the current restrictions there is no browsing on the shelves in the library so if you need a book from your home library you can request it using the My Library Account
- To create intercampus and interlibrary loan requests for books and articles not available on your home campus or not available at UKZN

Go to the Library website

On the menu bar click the tab “Library Accounts” and select “My Library Account” from the drop down list



LIBRARY

A search bar with a magnifying glass icon.A screenshot of the UKZN Library website's menu bar. The menu items are: Home, About Us, Services, Resources, Open Scholarship, Special Collections, LibGuides, Library Accounts (which is highlighted in a dark grey box), and Contact Us. Below the menu, there is a red navigation bar with links: iCatalogue, eBooks, Journals, ResearchSpace, Google Scholar, Interlibrary Loans, My Library Account (highlighted in a pink box with a blue arrow pointing to it), OCLC WorldShare, Search (highlighted in a pink box with a blue arrow pointing to it), and Advanced Search. A search bar with the placeholder "Search UKZN & beyond" is also visible. The bottom of the page has a red footer with the text "UKZN INSPIRING GREATNESS".

- Home
- About Us
- Services
- Resources
- Open Scholarship
- Special Collections
- LibGuides
- Library Accounts
- Contact Us

iCatalogue eBooks Journals ResearchSpace Google Scholar

Interlibrary Loans

My Library Account

OCLC WorldShare

Search

Advanced Search

Search UKZN & beyond

Create a password to login

Click on the link “set/reset password”



[SIGN IN](#)

User Name*

Password*

[SIGN IN](#)

[SET/RESET PASSWORD](#)

[CANCEL](#)

Create a password to login

In the user name field, Enter in your student or staff number

Click on “request new password”

University of KwaZulu-Natal Library



Request New Password

To reset your password, enter your user name below. You will receive an email message with a new password. Once your password is reset, your current password will no longer be accepted.

12345

REQUEST NEW PASSWORD

Create a password to login

A confirmation message will display, and an email will be sent to the email address on your library account



Email Sent To User Email

Thank you! You will receive an email with instructions for creating a new password.

Create a password to login

This email will have a link to create a new password

This link will expire within 24 hours of being sent.

Should you require a new link, repeat the process to create a new password.

Reply all | More Delete Junk | More X

Request to manage library password

LM Library Password Management <DoNotReply@oclc.org> Reply all | More

Today, 10:50 AM
Library Information Systems More

Inbox

You have submitted a request to change or create a password for your library account.

Use this link to manage your password:
<https://ukzn.authn.worldcat.org/identityconfig/manageduser-config-ui/cmnd/selfmgt/validatekey?key=b2qXiX%2B4u4ybUK9IU791jYIE6BoIDnIWq2yQzuQXAIA%3D>

Please note: this link will expire within 24 hours of being sent.

If you believe you received this message in error, contact your library support services.

Create a password to login

Create a password that conforms with the password guidelines
(must be 9 characters)

In the user name field, Enter in your student or staff number
Enter in a password of your choice
Click change password

University of KwaZulu-Natal Library



Change Password

Your password will be case-sensitive, and must be nine characters or more, with at least one non-alphabetic character. The characters semicolon (;), colon (:), apostrophe ('), and period (.) are not allowed.

User Name*

New Password*

Confirm New Password*

CHANGE PASSWORD

Create a password to login

A confirmation message will display

University of KwaZulu-Natal Library



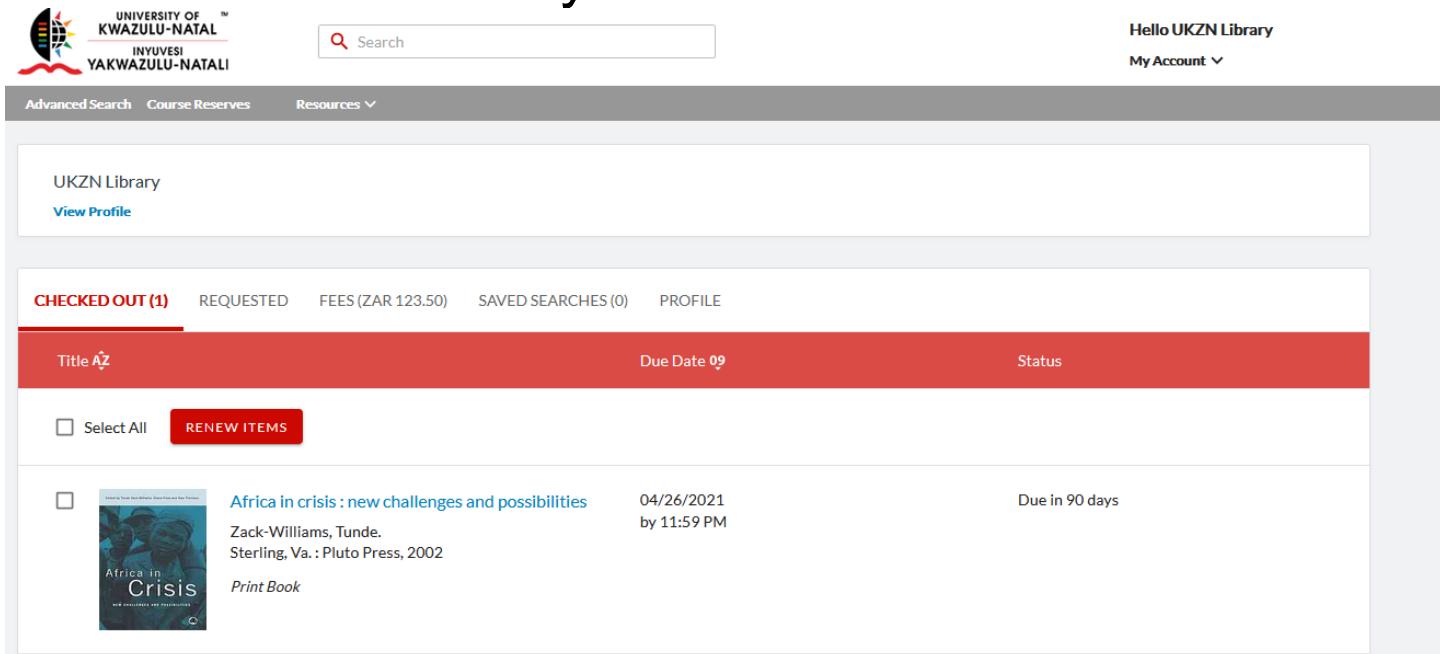
Change Password

 Your password has been changed.

What your My Library Account shows

Once you have logged in, the top right hand corner will indicate that you are logged in

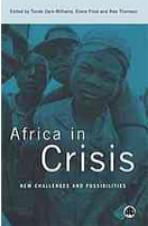
Your library record will appear showing the checkouts, items requested, library charges, and your saved iCatalogue searches on your record.



The screenshot shows the UKZN Library My Account page. At the top, there is the university logo, a search bar, and a 'Hello UKZN Library' greeting with a 'My Account' dropdown. The main content area displays a user profile for 'UKZN Library' with a 'View Profile' link. Below this, a navigation bar includes 'CHECKED OUT (1)', 'REQUESTED', 'FEES (ZAR 123.50)', 'SAVED SEARCHES (0)', and 'PROFILE'. The 'CHECKED OUT (1)' tab is active, showing a table with one item. The table columns are 'Title', 'Due Date', and 'Status'. A red 'RENEW ITEMS' button is located above the table. The item listed is 'Africa in crisis : new challenges and possibilities' by Zack-Williams, Tunde, due on 04/26/2021 by 11:59 PM, with a status of 'Due in 90 days'. There is also a 'Select All' checkbox and a small image of the book cover.

What your My Library Account shows

The “CHECKOUTS” tab will list all the library books issued on your account with their “due dates”. Books can be renewed by ticking individual boxes/select all and then click the “RENEW” button

CHECKED OUT (1)	REQUESTED	FEES (ZAR 123.50)	SAVED SEARCHES (0)	PROFILE
Title A Z				
			Due Date 09	Status
<input type="checkbox"/> Select All	RENEW ITEMS			
<input type="checkbox"/>	 Africa in crisis : new challenges and possibilities Zack-Williams, Tunde. Sterling, Va. : Pluto Press, 2002 Print Book	04/26/2021 by 11:59 PM		Due in 90 days

What your My Library Account shows

The REQUESTED tab will indicate the status of all items that you have requested to be placed on hold as well as the status of your campus/ intercampus and interlibrary loan requests

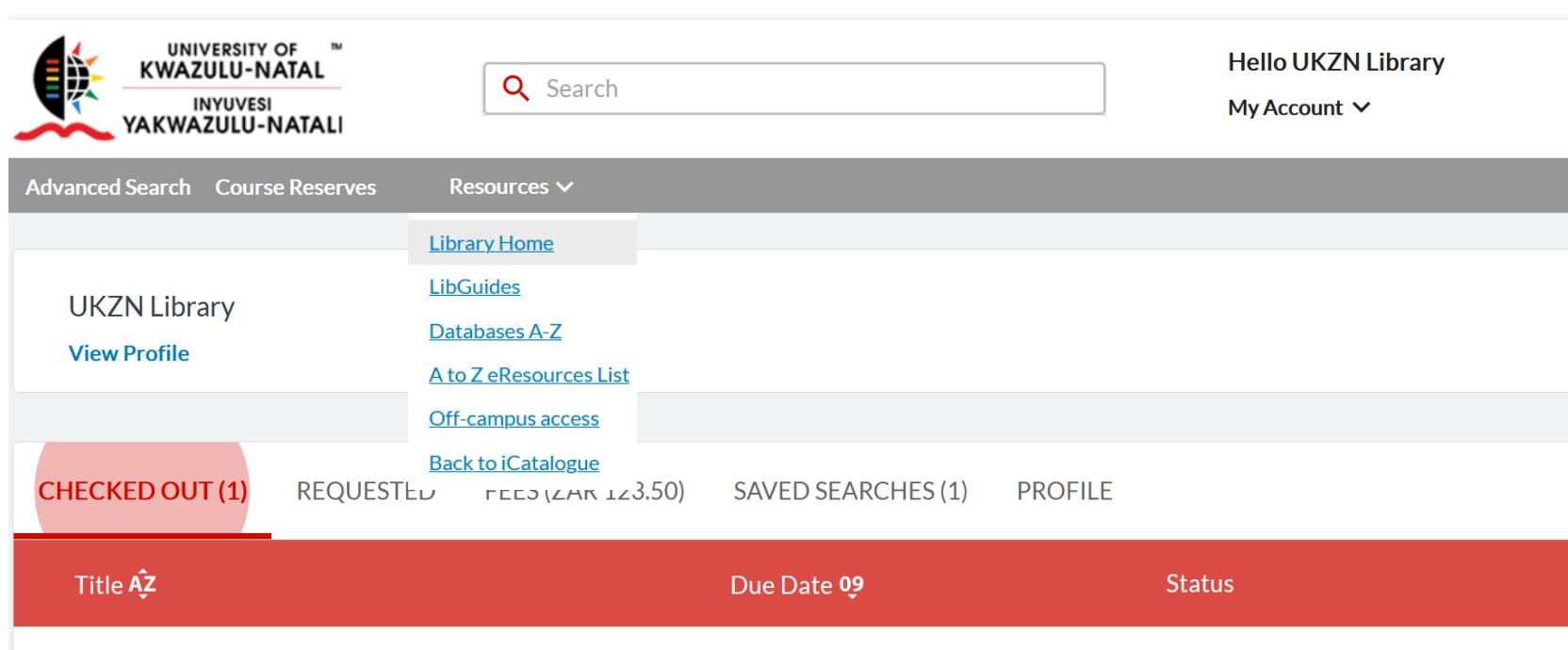
You can submit requests for books and articles from other campuses at UKZN as well as from other libraries in South Africa.

To submit an Interlibrary loan request for an item not in the UKZN library catalogue, click “Create request” and fill in the form

CHECKED OUT (1)	REQUESTED	FEES (ZAR 123.50)	SAVED SEARCHES (0)	PROFILE										
<table><thead><tr><th>Title</th><th>Submitted Date</th><th>Status</th></tr></thead><tbody><tr><td><input type="checkbox"/> Select All</td><td>CANCEL REQUESTS</td><td>CREATE REQUEST</td></tr><tr><td></td><td>Big data: related technologies, challenges and future prospects Chen, Min 2014 Print Book</td><td>01/26/2021 Edit Request</td><td>Not ready for pick up</td></tr></tbody></table>					Title	Submitted Date	Status	<input type="checkbox"/> Select All	CANCEL REQUESTS	CREATE REQUEST		Big data: related technologies, challenges and future prospects Chen, Min 2014 Print Book	01/26/2021 Edit Request	Not ready for pick up
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<input type="checkbox"/> Select All	CANCEL REQUESTS	CREATE REQUEST												
	Big data: related technologies, challenges and future prospects Chen, Min 2014 Print Book	01/26/2021 Edit Request	Not ready for pick up											

My Library Account

From your My Library Account, you will be able to navigate back to iCatalogue, search course reserves and search other library resources



The screenshot shows the 'My Library Account' interface for the University of KwaZulu-Natal (UKZN). The top navigation bar includes the university's logo, a search bar, and links for 'Hello UKZN Library' and 'My Account'. The main menu bar features 'Advanced Search', 'Course Reserves', and 'Resources' (with a dropdown menu for 'Library Home', 'LibGuides', 'Databases A-Z', 'A to Z eResources List', 'Off-campus access', and 'Back to iCatalogue'). Below the menu, a red bar displays 'CHECKED OUT (1)', 'REQUESTED', 'FEES (R 0.00 - R 3.50)', 'SAVED SEARCHES (1)', and 'PROFILE'. The bottom section shows a table with columns for 'Title' (sorted by 'AZ'), 'Due Date' (09), and 'Status'.

Title	Due Date	Status
Test Title	09	Not Available

IMPORTANT LINKS

- **SUBJECT LIBRARIANS:**
 - <https://library.ukzn.ac.za/contact-subject-librarians/>
- **GENERIC COLLEGE EMAIL FOR LIBRARY QUERIES:**
 - CohLibrary@ukzn.ac.za
- **UKZN ONLINE TRAINING LIBGUIDE 2021:**
 - <https://libguides.ukzn.ac.za/c.php?g=1043478>
- **LINK TO SUBJECT SPECIFIC:**
 - <https://libguides.ukzn.ac.za/?b=s>
- **GUIDE TO DOWNLOAD ADOBE DIGITAL EDITIONS FOR EBOOKS:**
 - <http://www.adobe.com/products/digital-editions/download.html>
- **GLOBAL PROTECT DOWNLOAD STEPS:**
 - <https://library.ukzn.ac.za/wp-content/uploads/2020/04/Global-Protect-Installation-For-VPN-Access.pdf>