



UNIVERSITY OF  
**KWAZULU-NATAL**™  
INYUVESI  
**YAKWAZULU-NATALI**

# How to create and access your UKZN library account Rose & Ashika



EDGEWOOD CAMPUS



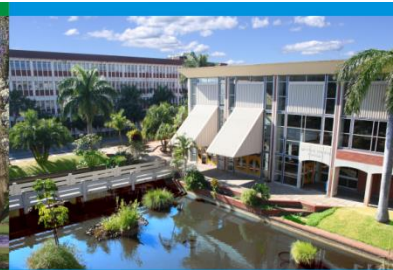
HOWARD COLLEGE CAMPUS



NELSON R MANDELA SCHOOL OF MEDICINE



PIETERMARITZBURG CAMPUS

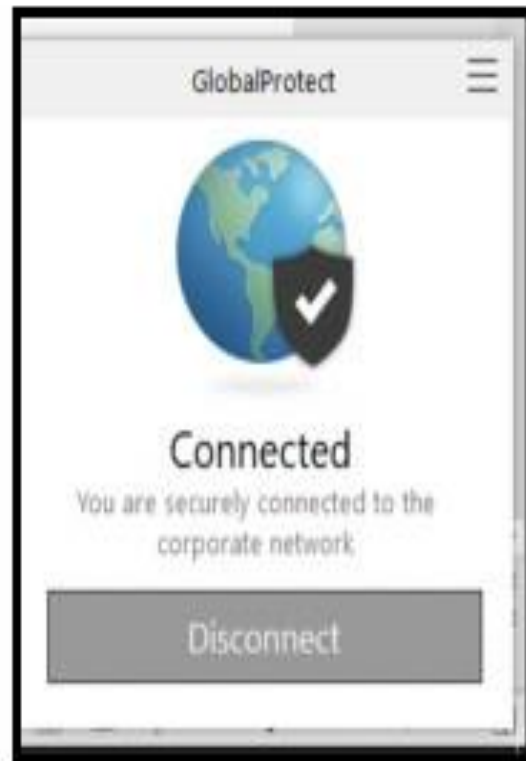
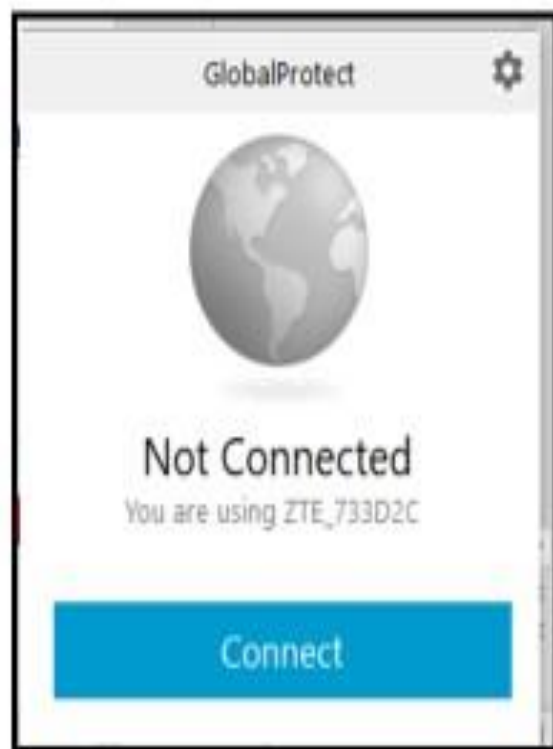


WESTVILLE CAMPUS

UKZN INSPIRING GREATNESS

# OFF-CAMPUS TO E-RESOURCES

## VPN Connection (Global Protect Client)



# Why do you need a My Library Account?

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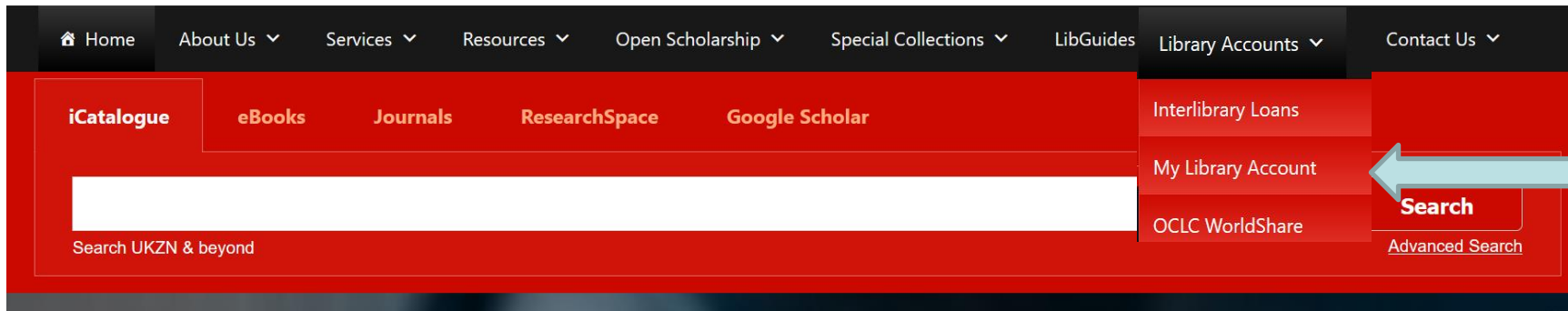
- To view what books you have borrowed and their return dates
- To renew books on loan
- During the current restrictions there is no browsing on the shelves in the library so if you need a book from your home library you can request it using the My Library Account
- To create intercampus and interlibrary 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



# Create a password to login

Click on the link “set/reset password”



[SIGN IN](#)

[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.

REQUEST NEW PASSWORD

# Create a password to login

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



Email Sent To User Email

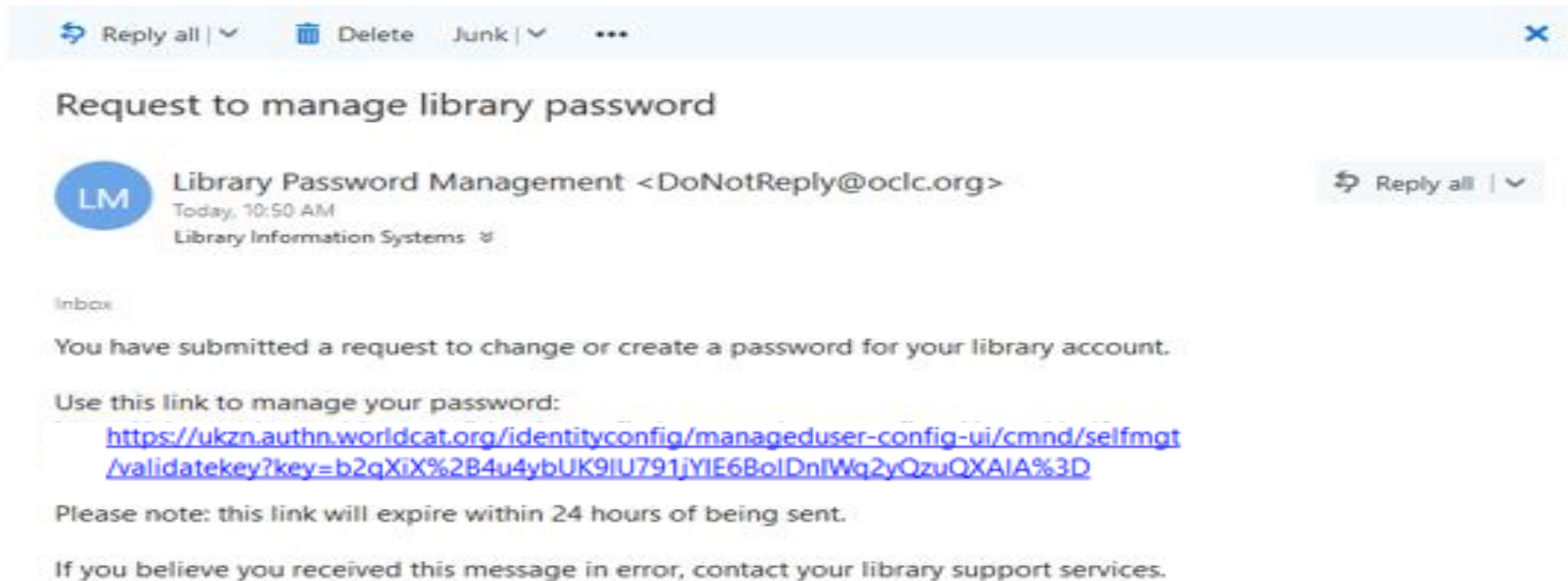
Thank you! You will receive an email with instructions for creating a new password.

# 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.





# 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

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## 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.

CHANGE PASSWORD

# Create a password to login

A confirmation message will display

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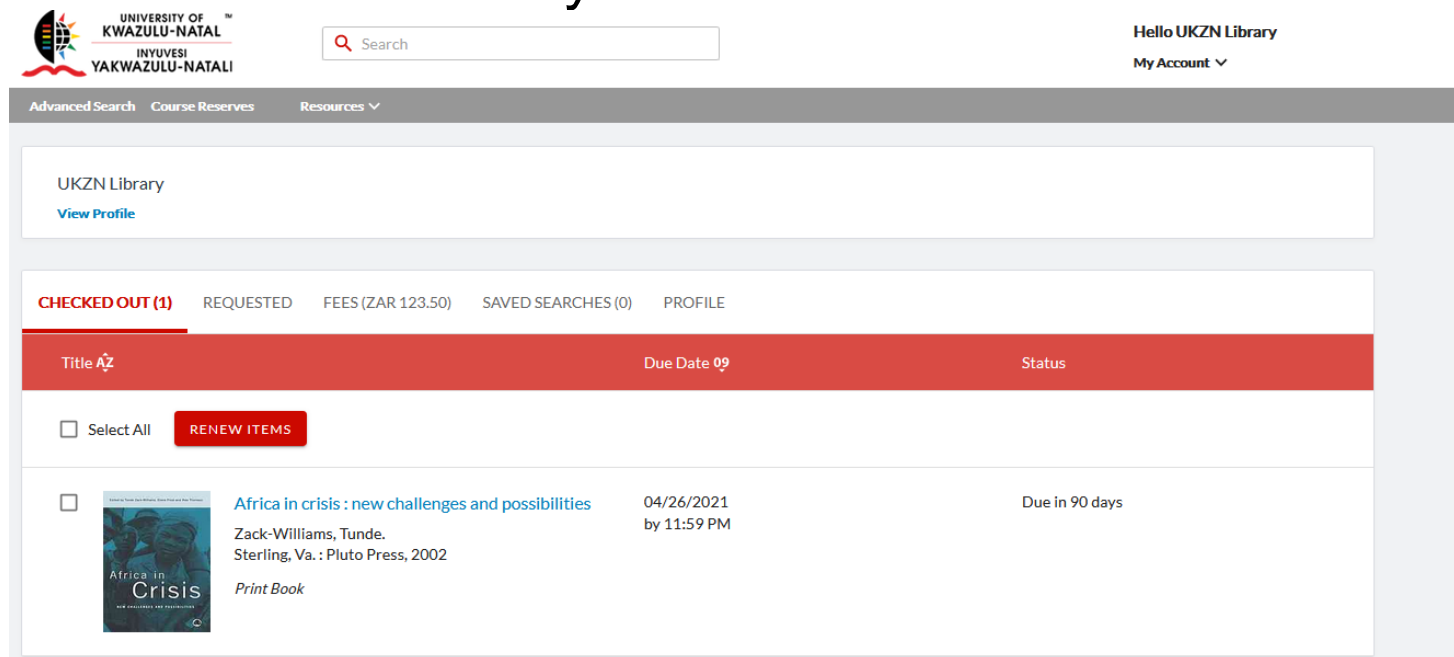
Change Password

✓ 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 displays the UKZN Library My Account interface. At the top, the University of KwaZulu-Natal logo is on the left, a search bar is in the center, and the user's name 'Hello UKZN Library' and 'My Account' link are on the right. Below the header, a navigation bar includes 'Advanced Search', 'Course Reserves', and 'Resources'. The main content area shows the user's profile 'UKZN Library' with a 'View Profile' link. A summary bar indicates 'CHECKED OUT (1)', 'REQUESTED', 'FEES (ZAR 123.50)', 'SAVED SEARCHES (0)', and 'PROFILE'. Below this is a table of checked-out items with columns for Title, Due Date, and Status. The first item is 'Africa in crisis : new challenges and possibilities' by Zack-Williams, Tunde, due on 04/26/2021. A 'RENEW ITEMS' button is visible next to the 'Select All' checkbox.

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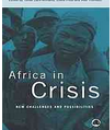
Search

Hello UKZN Library  
My Account ▾

Advanced Search Course Reserves Resources ▾

UKZN Library  
[View Profile](#)

**CHECKED OUT (1)** REQUESTED FEES (ZAR 123.50) SAVED SEARCHES (0) PROFILE

Title <sup>AZ</sup>	Due Date <sup>09</sup>	Status
<input type="checkbox"/> Select All <b>RENEW ITEMS</b>		
<input type="checkbox"/>  <b>Africa in crisis : new challenges and possibilities</b> Zack-Williams, Tunde. Sterling, Va. : Pluto Press, 2002 <a href="#">Print Book</a>	04/26/2021 by 11:59 PM	Due in 90 days

# 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



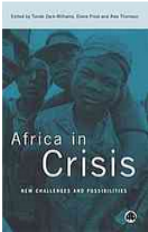
CHECKED OUT (1)

REQUESTED

FEES (ZAR 123.50)

SAVED SEARCHES (0)

PROFILE

Title 	Due Date 	Status
<div><input type="checkbox"/> Select All</div> <div>RENEW ITEMS</div>		
<div><input type="checkbox"/></div> <div></div>	<div>Africa in crisis : new challenges and possibilities</div> <div>Zack-Williams, Tunde.</div> <div>Sterling, Va. : Pluto Press, 2002</div> <div>Print Book</div>	<div>04/26/2021</div> <div>by 11:59 PM</div> <div>Due in 90 days</div>

# 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

Title

Submitted Date

Status

☐ 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



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Hello UKZN Library  
My Account ▾

Advanced Search | Course Reserves | Resources ▾

UKZN Library  
[View Profile](#)

[Library Home](#)  
[LibGuides](#)  
[Databases A-Z](#)  
[A to Z eResources List](#)  
[Off-campus access](#)  
[Back to iCatalogue](#)

CHECKED OUT (1) | REQUESTED | FEES (ZAR 123.50) | SAVED SEARCHES (1) | PROFILE

Title 

Due Date 

Status

# IMPORTANT LINKS

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- **SUBJECT LIBRARIANS:**
  - <https://library.ukzn.ac.za/contact-subject-librarians/>
- **GENERIC COLLEGE EMAIL FOR LIBRARY QUERIES:**
  - [CohLibrary@ukzn.ac.za](mailto: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>