

LIBRARY PIN

ACCESS LIBRARY SERVICES & RESEARCH DATABASES

The following will assist in creating a Library PIN for accessing Library services on and off-campus.

Library Services:

ECSU students, faculty, and staff can:

- View their library account to see if books are due, etc.
- Request items from other CSU libraries
- Cancel requests for CSU materials
- Renew CSU books online
- View course reserve lists and access readings online
- Use the Library's research databases off-campus

Whether you live on campus and go home on the weekends, or you are a part-time student who lives too far from ECSU to come to the Library frequently, you can continue to access many Library services from off-campus, 24 hours a day, 7 days a week.

In order to access Library services and use the research databases off-campus, you need to add a PIN to your Library account.

To create a Library PIN for your account or Login to your Library record and access Library services, select the links from the Library's Home page as shown below.



The screenshot shows the J. Eugene Smith Library website for Eastern Connecticut State University. The header includes the library name and address: 83 Windham Street, Willimantic, CT 06226, Toll Free 1-877-587-8693. The main content area is divided into three columns. The left column features two images: a brick building and a white conical sculpture. The middle column has a 'Find Information' section with a search bar and links to 'Online catalog - CONSULS (books/DVDs/CDs)', 'Databases (journal articles, images, etc.)', 'Journal Locator', 'Government Documents', and 'Research Guides | Course Reserves'. Below this is an 'About the Library' section with links for 'Welcome', 'Directions', 'Employment Opportunities', 'Hours | Important Phone #s', 'Library Departments | Library Facts', 'Newsletters', and 'Staff Directory'. The right column has a 'Get Help' section with a 'CLICK HERE TO CHAT WITH US' button and links for 'Ask a Librarian', 'Getting Started', 'Login to your library record', 'Pin Codes', and 'Suggestion Box'. At the bottom of the right column is a 'Policies & Services' section with links for 'Alumni & Community Resources', 'Borrowing | Faculty Resources', 'Information Literacy', 'Interlibrary Loan', 'Library Policies', and 'Reserves Forms'. A red arrow points to the 'Login to your library record' link.

In CONSULS, select "[Login](#)" at top, right
or select "My Record" from the list seen below.
All options will bring you to the CONSULS login page.

The screenshot shows the CONSULS website interface. At the top, there is a navigation bar with links for Home, New Search, Login, and Help. Below this, there are tabs for search criteria: Keyword, Title, Author, Advanced, and Call #. The Title tab is selected, and the sub-tab 'ISBN/ISSN' is active. A search box is present with a 'Submit' button and a 'Sorted By' dropdown. To the right, there is a section for 'Other Searches' with links for Journal Title Search, Subject Search, Author and Title Search, U.S. Federal Documents, and Family Name. On the far right, there is a sidebar with a photo of a library classroom and a list of navigation options: My Record, Course Reserves, Library PINs, Suggest a purchase, Comments, Library Info, Featured item lists, Search, and Help.

Enter your ID number in the first box. For those creating a Library PIN for the first time,
Leave the second box blank and click "Submit"
You will be prompted to create a Library PIN

The screenshot shows the login page of the CONSULS system. The header includes the CONSULS logo and the text 'Catalog of the Connecticut State University Libraries and the State Library'. The main heading is 'Login'. Below it, users are prompted to enter their University ID or State Lib Card No and their PIN. A 'Submit' button is visible. A red arrow points to the link 'Forgot your PIN?'. A yellow box highlights the instruction: 'First Time Users Leave This Blank and "Submit"'. At the bottom, there is a 'Start Over' button and a notice: 'Students forwarding email from their ccsu, ecsu, scsu or wcsu accounts may not receive messages from the system. Please make sure to check your SPAM filter before contacting the library for support.'

Once you create a Library PIN, your Library record with your name, address, etc., as well as links to see books on loan or on hold will display when you login.

The screenshot shows the CONSULS library system interface. At the top, the logo "CONSULS" is displayed on the left, and navigation links "Log Out | Return To Your Record | Start Over | Help" are on the right. Below the header, a message states: "You are logged into CONSULS - The Connecticut State University Library System /All Locations as: John Smith".

The main content area features a search bar with a "KEYWORD" dropdown, a search input field, and a "Search" button. Below the search bar, there is a "Search All Libraries" dropdown and a checkbox labeled "Limit search to available items".

A user profile box displays the following information:
John Smith
Eastern CT State University
J. Eugene Smith Library
Room 2
EXP DATE:12-31-2007

There are three icons on the right side of the profile box: "Modify Your PIN", "Modify Renewal Info", and "Preferred Searches".

Below the profile box, there are three buttons: "Sort by Due Date", "Renew All", and "Renew Selected".

A section titled "4 ITEMS CHECKED OUT" contains a table with the following data:

RENEW	TITLE	BARCODE	STATUS	CALL NUMBER
<input type="checkbox"/>	Outreach services in academic and special libraries / Paul Kelsey, Sigrid Kelsey, editors	34041071192328	DUE 08-21-07 <i>Renewed 1 time</i>	Z711.7 .O88 2003

Important: If you receive an "INVALID" message when attempting to create a Library PIN, you may have already tried to create one in the past.

If you've forgotten your CONSULS PIN, you can reset it by going to <http://www.consuls.org/patroninfo>. From there, click on **Forgot your Pin?**

Please note: You must have your university or State Library ID number available to reset your PIN.

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For help, please call or visit J. Eugene Smith Library's Circulation Desk. They will help you clear the account so you can go back and create a new Library PIN.

Phone: 860-465-4465 (To clear Invalid message)