Account Summary - Create EZ Login

Create an **EZ Login** to make logging in easy to remember. Choose whatever **EZ Username** and **EZ Password** you want to set up your **EZ Login**.

Create Your EZ Login

1. Log in with your library credentials, your Library Card # and PIN (last 4 digits of your Library Card)
2. Click the arrow next to your name open the drop-down list of Account options, and then click **Account Summary**. Refer to the example below.

3. The **Account Summary** page displays. On the left side of the screen click **EZ Login** to open the Create EZ Login dialog. Refer to the form shown below.

   **Note:** If you do not see the EZ Login option, but instead see **EZ Username** and **EZ Password**, you already have an established **EZ Login**. Check with your library staff for assistance.

4. Type your **EZ Username**. Your Username is not case-sensitive and can be used with any combination of the following: uppercase letters, lowercase letters, symbols, and numbers. For example, 123456, 1luvBks!, Luv2Read.
5. Type your **EZ Password**. Your Password is case-sensitive and can be used with any combination of the following: uppercase letters, lowercase letters, symbols, and numbers. For example, 123456, 1luvBks!, Luv2Read.

6. Retype your **EZ Password** in the **Confirm EZ Password** box. If you type two different passwords, a message appears advising, Both password fields must match. Re-type your password in both fields.

7. Type your **Library PIN** or other requested credentials.

8. Click **Save**. A green banner displays at the top of the screen, Your EZ Login has been created. The **EZ Login** option is replaced with two new options, **EZ Username** and **EZ Password**. The screen changes to **Change EZ Username**.

9. Remember to log out when you have finished. Failure to log out could allow other borrowers to access your personal information. After a certain amount of time with no mouse activity, you will be automatically logged out.