



Carnegie Public Library of Steuben County

My Account in the Evergreen Indiana Catalog

1. The first time you log in to **My Account** in the catalog, you will be asked to enter your username or library barcode. **Enter your full 14-digit barcode found on your Library Card.**
2. For the password, enter the password you have been using with the Library's other catalog. **If you have never used a password or cannot remember your password, please ask for assistance from someone at the nearest Circulation Desk.**
3. A screen will appear stating that it appears to be the first time you have logged in and will prompt you to create a new password.
4. Follow the instructions and enter your old password and then a new password 2 times. [Note: the new password MUST be at least 7 characters long and include at least one letter (lower or upper case) and at least one number; it is also case-sensitive].
5. A box should appear telling you that your password has been successfully updated .
6. You will then be prompted to log in again, this time using your 14-digit Library card barcode and your new password.
7. Your account will be displayed with the option to make changes to the following fields: your username, your password and your email address.
8. If you would like to change your username from your 14-digit barcode number to a new one that will be easier for you to remember, click on the word Change to do so.
9. In the data well, type in a new username (any format, case-sensitive). You will see a window that tells you that your username has been successfully updated.