

# HOW TO SET NEW PASSWORD TO USE ONLINE PUBLIC ACCESS CATALOGUE

## FIRST STEP:

Open Online Public Access Catalogue (Type <http://libcat.nitrkl.ac.in/webopac>)

Powered by LIBSYS

**Biju Patnaik Central Library**

Simple Advanced Additional Browse ISBN No Accession No HOME HELP EXIT

Search Search word(s) in Any Field No of Records 10

Books connect words as And Go clear Search Tips

Thesis

Boundjournal

Articles Data

Journals

New Additions

Journal Browse

My Account

Check-outs

Reservation

History

Recommendation More...

External Database

LOC

Location Map

Feedback

LSearch

Restricted By Database Books

PUBLISHING YEAR

All Between Upto After Selected Year(s)

Sort By SORT Sort By Title UnSorted

Click for alerts

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## SECOND STEP:

Click on Check Out option, it will ask you to provide user ID and password. **First time, enter your user ID and the default password 123456.**

Login

Employee ID Enter Your User ID

Password 123456 Default Password

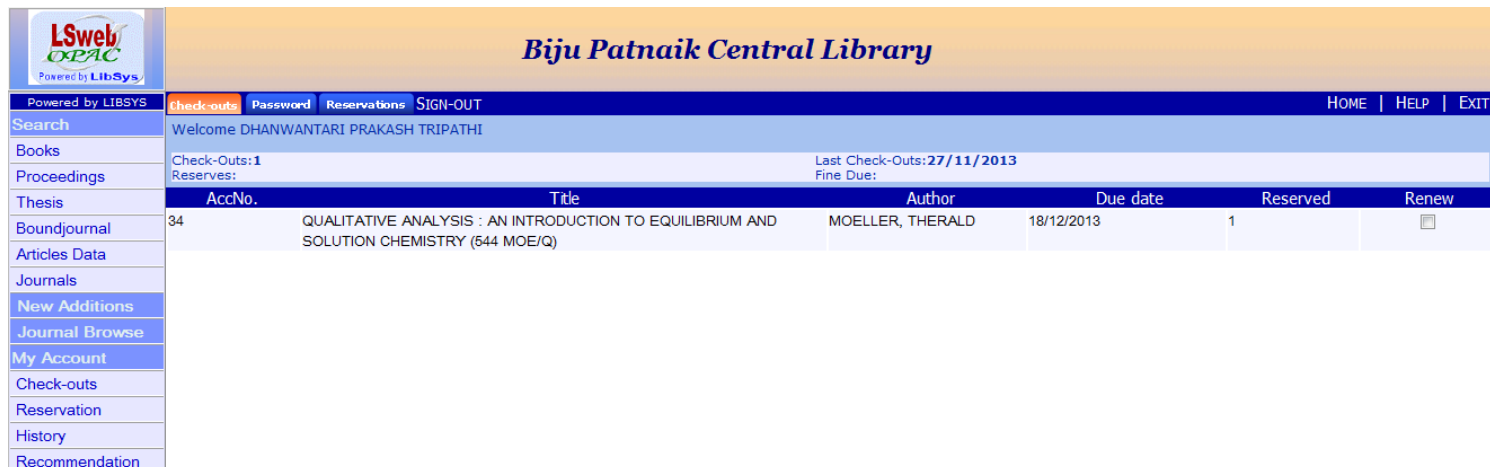
Go

Login Problem [Click here](#)

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### THIRD STEP:

As soon as you click on go button, it will open your page with check out details.



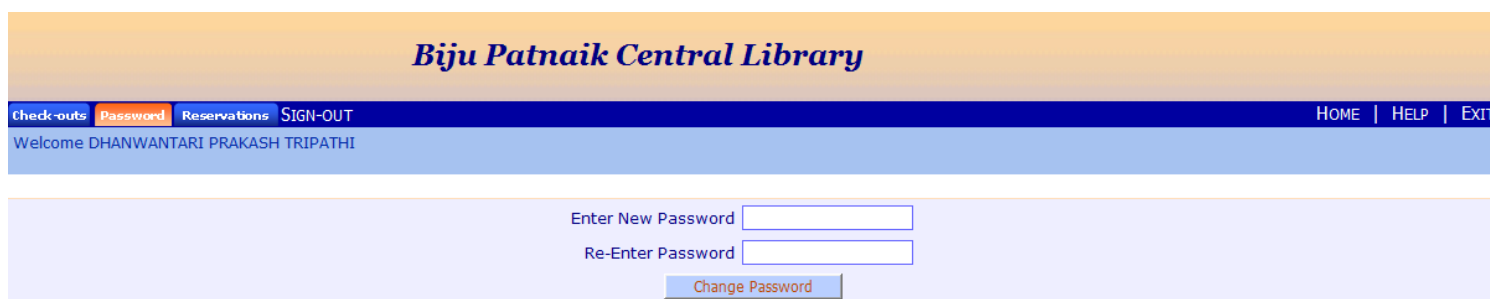
The screenshot shows the library's interface. At the top left is the logo for LSwEB OPAC, Powered by LIBSYS. The main header is "Biju Patnaik Central Library". Below the header is a navigation bar with buttons for "check-outs", "Password", "Reservations", and "SIGN-OUT". The "check-outs" button is highlighted. To the right of the navigation bar are links for "HOME | HELP | EXIT". Below the navigation bar is a search bar with the text "Welcome DHANWANTARI PRAKASH TRIPATHI". Below the search bar is a table showing check-out details. The table has columns for "AccNo.", "Title", "Author", "Due date", "Reserved", and "Renew". The first row shows "34" in the "AccNo." column, "QUALITATIVE ANALYSIS : AN INTRODUCTION TO EQUILIBRIUM AND SOLUTION CHEMISTRY (644 MOE/Q)" in the "Title" column, "MOELLER, THERALD" in the "Author" column, "18/12/2013" in the "Due date" column, "1" in the "Reserved" column, and a checkbox in the "Renew" column. Above the table, it says "Check-Outs:1" and "Last Check-Outs:27/11/2013". Below the table, there are several menu items: "Books", "Proceedings", "Thesis", "Boundjournal", "Articles Data", "Journals", "New Additions", "Journal Browse", "My Account", "Check-outs", "Reservation", "History", and "Recommendation".

You will observe that one 'Password' button is appearing next to check-outs button.



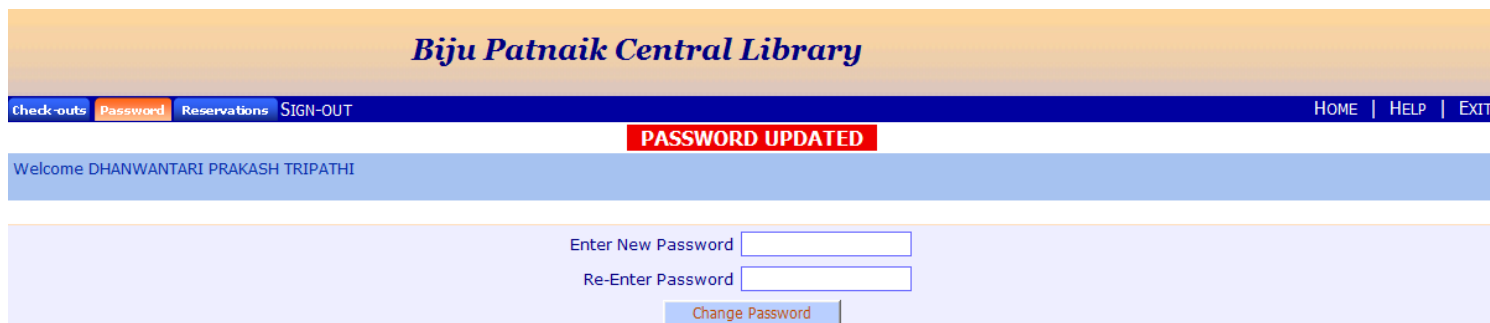
### STEP 4:

Now click on 'Password' button and it will bring one window to change the password. Enter New Password.



The screenshot shows the password change form. At the top is the logo for LSwEB OPAC, Powered by LIBSYS. The main header is "Biju Patnaik Central Library". Below the header is a navigation bar with buttons for "check-outs", "Password", "Reservations", and "SIGN-OUT". The "Password" button is highlighted. To the right of the navigation bar are links for "HOME | HELP | EXIT". Below the navigation bar is a search bar with the text "Welcome DHANWANTARI PRAKASH TRIPATHI". Below the search bar is a form with two input fields: "Enter New Password" and "Re-Enter Password". Below the input fields is a "Change Password" button.

Once the password is changed, you will get the following message on screen.



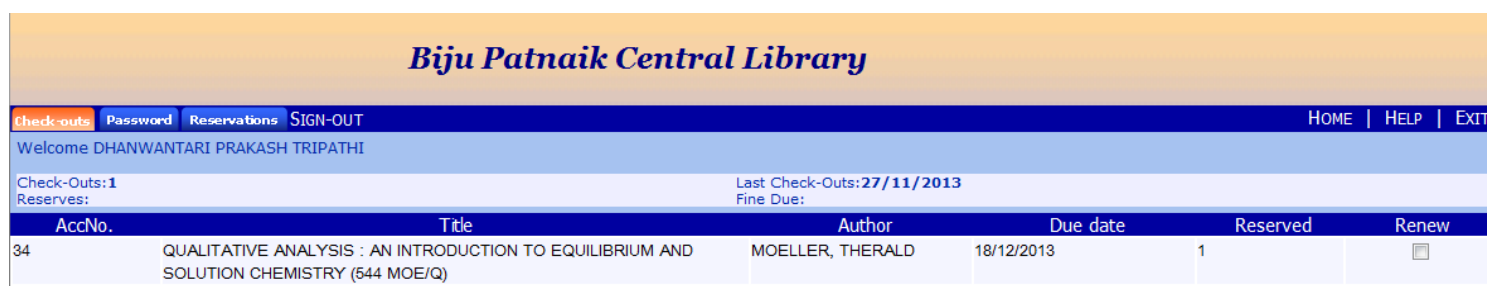
This screenshot is identical to the previous one, but with a red banner that says "PASSWORD UPDATED" displayed across the top of the form area. The rest of the form, including the input fields and the "Change Password" button, remains the same.

## STEP 5:

Now, Signout and re-login, this time provide user ID and password to open your check out details.



**Note:** It will not allow to see your check out detail without password. Provide User ID and Password and press on Go button.



AccNo.	Title	Author	Due date	Reserved	Renew
34	QUALITATIVE ANALYSIS : AN INTRODUCTION TO EQUILIBRIUM AND SOLUTION CHEMISTRY (544 MOE/Q)	MOELLER, THERALD	18/12/2013	1	<input type="checkbox"/>

As soon as you press on GO button, it will show your check out detail.

### Advantages:

1. No one can see your check out details, if you have separate user ID and password.
2. No one can cancel your reservation.

### Important Note:

In case, if you forget the password after changing, please intimate to library staff immediately to regenerate the password.

**Biju Patnaik Central Library**  
**NIT Rourkela**