

[BiblioCommons Help](#) - How do I register for BiblioCommons

Q: Why do I need to register?

A: Registering allows you create an easy-to-remember username you can use to log in, so you don't have to type your barcode every time you want to check your account. Registration also allows you to set holds, get personalized recommendations, contribute ratings and reviews, and communicate electronically with your library and other users.

Q: What if my birth date or name is incorrect on the registration form?

A: You should complete the registration online even if the data is incorrect. Please ask a staff member at the circulation desk to update this information the next time you visit the library to ensure the library's records are accurate.

Q: Why do I have to provide an email address?

A: An email address is **optional**. Your email address is used only to communicate with you about your account.

Q: Should I use my real name or a username?

A: That's entirely up to you, however, using your real name is not recommended. Keep in mind that when you add comments or summaries to titles you've borrowed, your name will appear next to the comment, and be visible to other members.

Q: Are there other restrictions for usernames?

A: Your username must be unique, but otherwise you have a great deal of flexibility when you create a username. The name can be up to 24 characters long, and you can use any combination of letters and numbers, as well as underscores (_). You *cannot* use spaces, or other non-alphanumeric characters. The best username is one that is easy for you to remember.

Q: I've already memorized my barcode. Can I use my barcode as a username?

A: This isn't recommended as this will display to other users once you add content like reviews, comments, and lists.

Q: Can I use my username to log in?

A: Yes, you can use your username or your library card number. However, a username is easier to remember than a long string of numbers. You can't use your real name to log in, but you can display your real name on the site if you want to.

Q: Can I change my username?

A: Yes, you can change your username at any time as long as your new username is not already taken. Keep in mind that any content you added previously will show your new username.

Q: I'm having trouble logging in. What should I do?

A: If you're logging in for the first time, you'll need your library card number or barcode, and your PIN. The barcode is the number on the back of your library card. Your PIN is 4 digits. If you've already logged in successfully, you have a username, so you can log in with the username or barcode.

Q: If I've been away from my computer, sometimes I have to log in again. Why?

A: The system is designed to log you out automatically if you haven't done anything for 30 minutes. This is a security feature, to protect your account from unauthorized use in the event that you forget to log out.

Q: I can't remember my username. What do I do?

A: Log in with your library card number or barcode. When you've logged in successfully, click the **Settings** link at the top of any page.

Q: I can't remember my PIN. What do I do?

A: There's a **Forgot your PIN?** link on the **Login** page. Enter either your username or your library card number (barcode), and then click **Send**. You'll get an email with instructions on how to change your PIN. To use this feature, you need to have already registered. If you haven't already registered, contact your library branch to reset your PIN