

HOW TO SET NEW PASSWORD TO USE ONLINE PUBLIC ACCESS CATALOGUE

STEP 1: Click on WebOPAC link in Central Library Website. Following screen displays.

Central Library, Tezpur University

Powered by LIBSYS

Simple | Advanced | Additional | Browse | ISBN No | Accession No | Full Text | Full Text (Article)

Search word(s) in Any Field

Books connect words as And Go Clear Search Tips

Thesis

Compact Disk

Combined

GIFT

Articles Data

New Additions Database Books

Journals

My Account

Check-outs **Click Here**

Reservation

History

Recommendation More...

Ext. Database

LOC

Notices

Location Map

Feedback

Help Desk

Restrict By

Sort By

Search Tips

The user can make a simple search using this option. The fields to be entered are:

Database : Select from the combo box the database on which the search is to be made.

Field : Select from the combo box the field on which the search is to be made.

Enter word(s) or phrase : Give the word(s) or phrase on the basis of which the search is to be made.

Connector : Select from the combo box the connector required between the search words.

Specify Year(s) of Publication : Give the publishing year(s) within which a search has to be made.

Click Search and the result is displayed. Thus , a simple search can be made on any field, title-wise, author-wise or subject-wise.

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Click on Check Out option.

STEP 2: After Clicking on Check Out option, it will ask you to provide User/Employee ID and password. **First time**, only enter your **Library User ID**. Then Click on Go button.

(If you already have User ID and Password, then put in the respective textbox and Click on Go)

Login

Employee ID Enter Your Library User ID

Password No Password for First Time Use

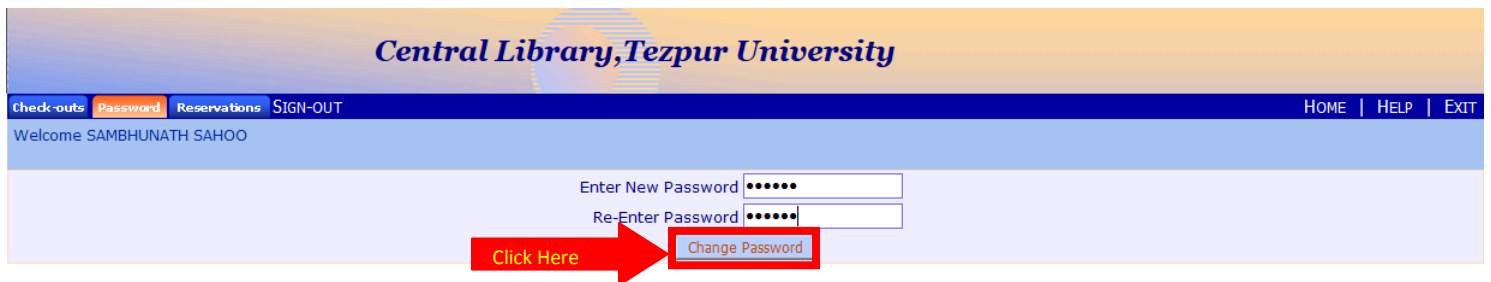
Click Here Go

New Visitor? [Send your registration request to library!](#)

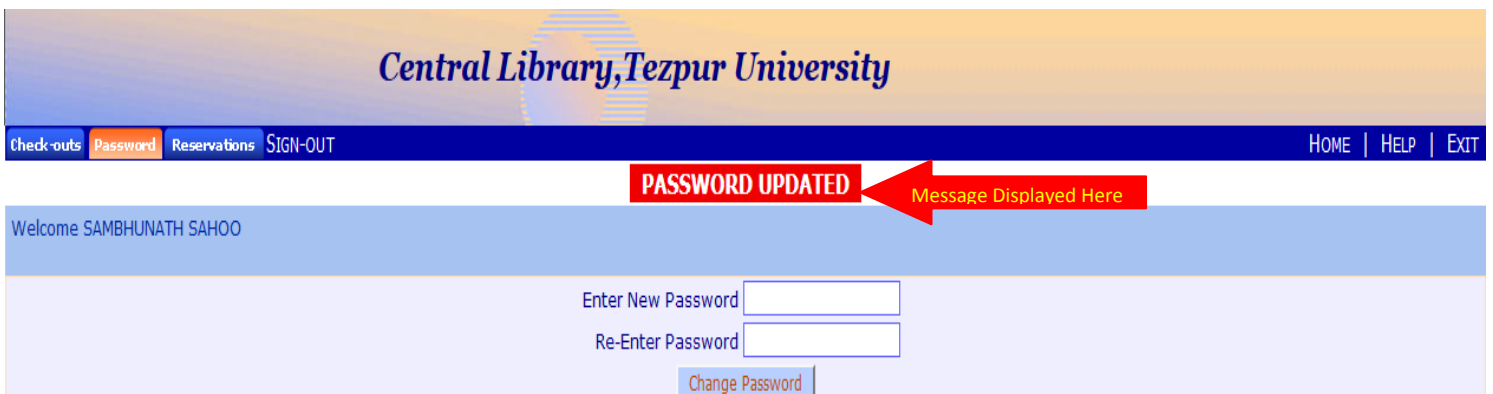
STEP 3: As soon as you click on Go button, it will open your page with check out details. Now click on **'Password'** button.



STEP 4: After clicking on **Password** button, it will bring one window to change the password. Enter New Password. Then Click on **Change Password** button.



Once the password is changed, you will get the message **"PASSWORD UPDATED"** on screen.



STEP 5: Now Sign-out and then re-login (i.e. **Again go to Check-outs option as in step 1**). This time provide user ID and password to open your check out details.

Central Library, Tezpur University

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Search
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Conf. Proc.
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New Additions
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My Account
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History
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Ext. Database
LOC
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Location Map
Feedback
Help Desk

Login

Employee ID: sta12797

Password:

Go **Click Here**

New Visitor? [Send your registration request to library !](#)

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Note: It will not allow seeing your check out detail without password. Provide User ID and Password and Click on Go button.

After clicking on GO button, it will show your check out details.

Central Library, Tezpur University

Check-outs Password Reservations SIGN-OUT HOME | HELP | EXIT

Welcome SAMBHUNATH SAHOO

Check-Outs:2 Last Check-Outs:12/12/2015
Reserves: Fine Due: 6.00

AccNo.	Title	Author	Due date	Reserved
56676	Oxford advanced learner's dictionary(423.21 OXF)	Hornby, A.S.	12/01/2016	-
11686	Wheeler's new general knowledge manual(030 THO)	Thorpe, Edgar	11/01/2016	-

Advantages of setting Password in OPAC:

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.

Thank You

Central Library, Tezpur University, Napaam, Sonitpur, Assam-784 028