

Forgot or Change Password in Library My Account

User may contact library staff when you have forgotten your password in Library My Account or you would like to change your password through the Online Library Catalogue in the Library Webpage. Please see the following steps before changing your password :

Patron Barcode :

Student's patron barcode = Student ID Card number

Staff's patron barcode = Staff Card number

- Student completed the registration process or staff completed the application process. They will use Library My Account to see their borrowing record as follows :

- a. Access Library Webpage <http://library.hkct.edu.hk>
- b. Click the right hand side shortcut (My Account)



Borrowing Record	
Patron Barcode	<input type="text"/>
Pin	<input type="text"/>
<input type="button" value="OK"/>	
<input type="button" value="Reset"/>	
<input type="button" value="Cancel"/>	

Patron barcode is the student number (all eight digits), and a preset password is the HKID number (capital letter plus the following five digits). Please note that the above method for a preset password was used on/before 31 July 2018. Starting from 1 August 2018, a preset password is same as the student number (all eight digits) or the staff number.

****Library My Account will not be accessed if students or staff have not completed the registration process or the application process. They can contact library staff for help over the phone (2265-6918) or email lib@hkct.edu.hk. Students and staff are not able to borrow books if they have no library account. They can come to the library to use resources and services by their student card or staff card.**

Change Password in Library My Account

1. Access Library Webpage <http://library.hkct.edu.hk> and login Library My Account
2. Please select Change Password after login Library My Account.
3. Input old password in a column of old password.
4. Input new password in a column of new password.
5. Retype new password in a column of confirm new password
6. Confirm and submit.