

## 忘記或更改密碼

讀者如忘記密碼，請與圖書館職員聯絡。如欲更改密碼，請到線上目錄辦理。

更改密碼前請注意以下各點：

1) 讀者條碼：

- 專上課程學生的讀者條碼為學生證編碼；
- 教師及職員的讀者條碼為職員證編號；

2) 密碼：

- 專上課程學生的密碼最初會被設定為個人身份證號碼開首6個字元  
[如身份證號碼是A123456(7)，密碼為A12345]
- 教師及職員的密碼為讀者登記時所發放的密碼，如讀者忘記密碼，請與圖書館職員聯絡。

3) 新密碼：

- 密碼最小 1 個字元，不能是空格，可使用任何英文字母及阿拉伯數字組合，字元有大小寫之分。

## 如何在網上更改密碼

1. 進入港專圖書館網頁內之線上目錄
2. 選取借閱紀錄
3. 輸入讀者條碼及密碼
4. 在你的借閱紀錄選取更改密碼
5. 在「舊密碼」內輸入舊密碼
6. 在「新密碼」內輸入自設密碼
7. 在「確認新密碼」內再一次輸入自設密碼
8. 最後按 確定

## **Forgot or Change Password**

User may contact library staff when you have forgotten your password or you may like to change your password through the Online-Catalogue (Click on Change Password) of the Library webpage.

Please note the following points before changing the password:

- 1) Patron Barcode:
  - Student's patron barcode = Student ID Card number
  - Staff's patron barcode = Staff Card number
- 2) Pin:
  - Student's pin was preset as the first six characters of you personal ID card [e.g. ID number is A123456 (7), password = A12345]
  - Staff's pin will be created by the first registration. Once if you have forgotten your pin, please contact library staff.
- 3) New Pin:
  - Minimum one character, blank space is not allowed. You can use any combination of letters and Arabic numerals. Uppercase and lowercase letters will be counted as different characters.

## **How to Change Password**

1. Select Change Password from the Online Catalogue main menu
2. Enter Patron Barcode
3. On "Original Pin" type in Old Password
4. On "New Pin" type in New Password
5. On "Confirmation Pin" type in new password
6. Then press OK