

# How do I ... ? : Set my library account password

## Why set a password?

You need to set a password for two reasons:

- To gain remote access to the library's electronic resources (journal databases and eBooks)
- To check your library account and see current loans and fees, renew loans, and place holds.



## Find your library barcode number

To set a password, you need to have your library barcode number handy. It begins with C and ends with D. You will use this same number throughout this process.



If you are not yet a member of the library you will need to contact us to set up your membership.

If you have signed up for a library card in person, you will receive a library card with a barcode. The number underneath the barcode is what you will use to log into the library system.

Unable to locate your library barcode number? Call the library on (02) 8838-8940.

## Set your password in Revelation

There are two stages to this process. Firstly, setting your password (shown in Steps 1-4 below), and then authorising your account in Revelation (shown in step 5 below).



From the [library website](#) click on Login.



Camden Theological Library 10.30-17.00

Login

A+ A-

Select language ▾

**Camden Theological Library**  
A resource of the Uniting Church in  
Australia, NSW/ACT Synod

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Your entry into the collection and beyond ....

Revelation ▾

Search

Camden Theological Library is here to help you explore your Christian faith, with resources to help you serve your church and community.

*"The Library is a point of entry into a vast conversation, across time and space, on Biblical studies, theology, ministry and a hundred related disciplines – a deep well of information, knowledge and argument" (Rev. Claire Wright).*

### Step 1: Click Set/Reset Password



Sign in

Barcode

Password

[Cancel](#)

[Set/reset password](#)

The image shows a 'Sign in' form with two input fields: 'Barcode' and 'Password'. Below the fields are two buttons: 'Sign In' and 'Cancel'. A red circle highlights the 'Set/reset password' link located below the 'Cancel' button.

### Step 2: Enter your library barcode number and press Request New Password



To reset your password, please enter your Barcode below. You will receive an email message with a new password. Once your password is reset, your current password will no longer be accepted.

Barcode

Thank you! You will receive an email with instructions for creating a new password.

The image shows a password reset form. It starts with a text block explaining the process. Below this is a 'Barcode' label and a text input field containing 'C01234D'. Underneath the input field is a button labeled 'Request new password'. At the bottom of the form is a confirmation message: 'Thank you! You will receive an email with instructions for creating a new password.'

### Step 3: Go to your email

To access this email you will need to log in to the email address you have previously advised to the library. When you receive the email click on the link provided.

NB: If you don't receive this email, check your junk folder. If you are unsure which email address, please contact the library to check.

Today

 **Request to manage library password**  
Library Password Management

#### Request to manage library password

Library Password Management <DoNotReply@odc.org>

Sent: Fri 12/02/2016 11:33 AM

To: Library Mailbox

You have submitted a request to change or create a password for your library account.

Use this link to manage your password:

<https://ctluca.authn.worldcat.org/identityconfig/manageduser-config-ui/cmnd/selfmgt/validatekey?key=5tEZxBOUAC%2FBLKGVOFV5%2BW%2FUNH0AeSrX0Li1m6g5D68%3D>

Please note: this link will expire within 24 hours of being sent.

If you believe you received this message in error, contact your library support services.

### Step 4: Enter your library barcode number again and choose a password

Enter your User Name (this is your library barcode number) and a password of your choice. Enter the password again to confirm it. Once these have been entered, click on Change Password.

#### Change Password

Your password will be case-sensitive, and must be nine characters or more, with at least one non-alphabetic character. The characters semicolon (;), colon (:), apostrophe ('), and period (.) are not allowed.

Barcode

New Password

Confirm New Password

#### Change Password

 Your password has been changed.

## Step 5: Authorising your account

Once you have created your password, you will need to go back to Revelation and click on Sign In, in the same way you did at the beginning.

Enter your barcode and password. Then click Sign In.

A sign-in form with a title "Sign in". It contains two input fields: "Barcode" with the value "C01234D" and "Password" with masked characters ".....". Below the fields are two buttons: "Sign In" and "Cancel". At the bottom, there is a link "Set/reset password".

Sign in

Barcode C01234D

Password .....

Sign In Cancel

[Set/reset password](#)

This will take you to the OCLC Service Authorisation screen.

Choose "Allow" to log in.

OCLC Service Authorization



Camden Theological Library, Uniting Church in Australia is asking for your authorization to access service(s):

- WMS NCIP Service
- WorldCat Search API

Allow

No thanks

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This will sign you in and take you to the My Account screen where you can view current loans and fees, and place a hold on items you need. Once you are signed in you can also access online resources such as journal articles and eBooks.

## Need help?

If you are having difficulty creating your password, please contact the library staff on (02) 8838-8940 or email us at [library@nswact.uca.org.au](mailto:library@nswact.uca.org.au).

