

## NO. 2 -HOW TO ... renew an item via iPAC



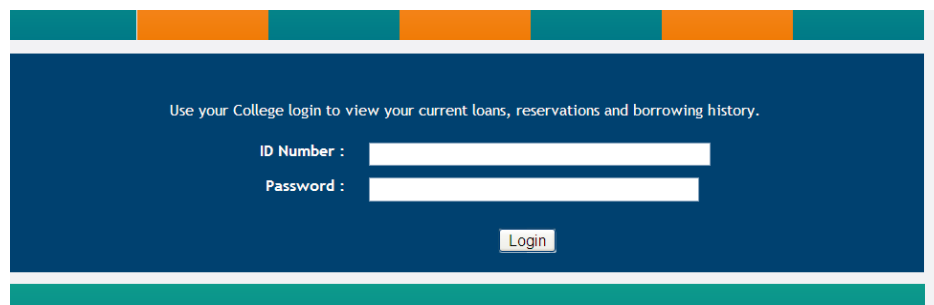
1. Access the iPAC by following the icon on your desktop if in college or go to: Moodle – Library (on the top black menu) – Search catalogue or go to: <http://svrautolib.havering-college.ac.uk/opac/opacreq.dll/new>

2.



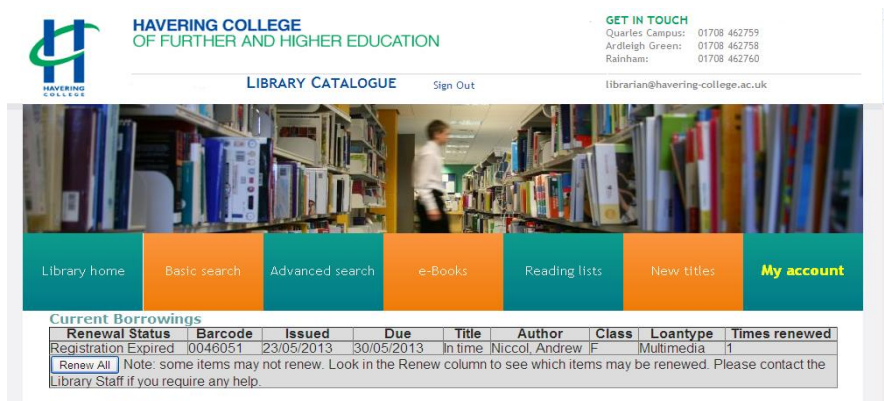
Click on the *My Account* button.

3.



Log on using your ID card no. [Students 9500....., Staff 2000...] and password [Students: your date of birth DD/MM/YYYY, Staff: your DOB or the last 4 digits of your phone no.] Then click *LOGIN*.

4.



Renewal Status	Barcode	Issued	Due	Title	Author	Class	Loantype	Times renewed
Registration Expired	0046051	23/05/2013	30/05/2013	In time	Niccol, Andrew F		Multimedia	1

[Renew All](#) | Note: some items may not renew. Look in the Renew column to see which items may be renewed. Please contact the Library Staff if you require any help.

Click RENEW/RENEW ALL to extend the loan.

NB. Overdue items or those requested by another borrower may not be renewed.