

## Creating your Library password

### When will you need to use your Library password?

You will need to use your University/Library card barcode number and your Library password to:

- Sign on to reader workstations/computers in Bodleian Libraries
- Sign on to the Bodleian-Libraries wireless network
- Sign on to the wired network with an ethernet cable (in some but not all Bodleian Libraries Reading Rooms)

In addition, readers who are not current members of Oxford University should use their Library card barcode and library password to “sign on” to SOLO in order to place holds and requests, renew loans and access other SOLO facilities such as the e-shelf and saved queries. Current members of Oxford University should sign on to SOLO using their Oxford Single Sign on (SSO). Please see the online Guide to SOLO at:

<http://libguides.bodleian.ox.ac.uk/solo> for more information.

### Setting / resetting your password

To set up your Library password, or to change or reset your password please follow the instructions below. If you are unable to reset your password please contact a member of library staff.

1. Go to <https://register.bodleian.ox.ac.uk/>
2. You will be prompted to enter your University/Library card barcode number and to transcribe a series of letters displayed on screen. If you are unable to read them choose the "audible version" or click refresh in your browser for a new set of letters.

The screenshot shows the Bodleian Libraries registration page. At the top left is the University of Oxford logo, and at the top right is the Queen's Anniversary Prizes 2009 logo. The main heading is 'Set or reset your password (Step 1 of 2)'. Below this, instructions state: 'Please enter your barcode and the text shown in the image with the yellow background and then click Continue. We'll email you a link to a page where you can create a new password.' There are two input fields: 'Barcode:' and 'Text shown above:'. The 'Text shown above:' field contains a yellow box with the characters 'G / R r J'. A callout box with an arrow points to a link below the text input field that says 'Link to "audible version"'. At the bottom of the form is a blue 'Continue' button. The footer of the page reads 'Copyright © 2011 - Bodleian Digital Library Systems and Services (BDLSS) - Bodleian Libraries'.

3. Check your email. You should find an email from [donotreply@bodleian.ox.ac.uk](mailto:donotreply@bodleian.ox.ac.uk) including a link. Follow the link to create a password of your choice. Please note that the password is case specific and should be a minimum of 6 characters long. You may not use your name as your password.

4. Your password will be reset within 5 minutes and can be used immediately to sign on to SOLO, the Bodleian-Libraries wireless network and library workstations/computers.

**If you do not receive an email from [donotreply@bodleian.ox.ac.uk](mailto:donotreply@bodleian.ox.ac.uk)**

The email will be sent to you immediately. If it hasn't arrived within a few minutes, then please check your spam/junk folder. In the event that you are unable to find the email then it is possible that we have a different email address for you on file. Please check any other email addresses that are registered to you. If you are still unable to find the email please contact a member of library staff who will be able to help you.

This guide is also available online at: <http://libguides.bodleian.ox.ac.uk/library-password>