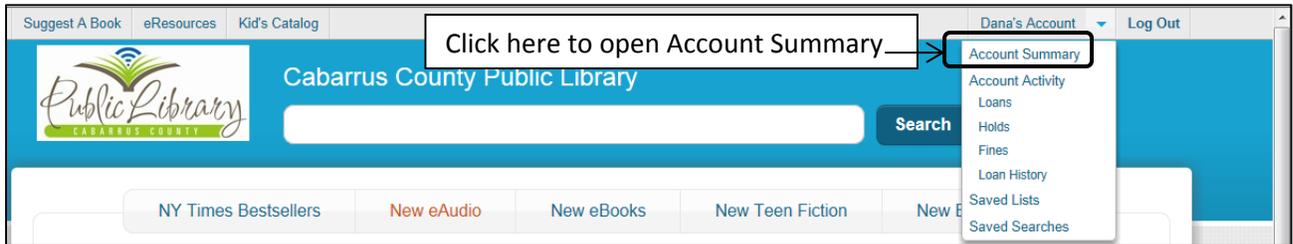


Account Summary - Create EZ Login

Create an **EZ Login** to make logging in easy to remember. Choose whatever **EZ Username** and **EZ Password** you want to set up your **EZ Login**.

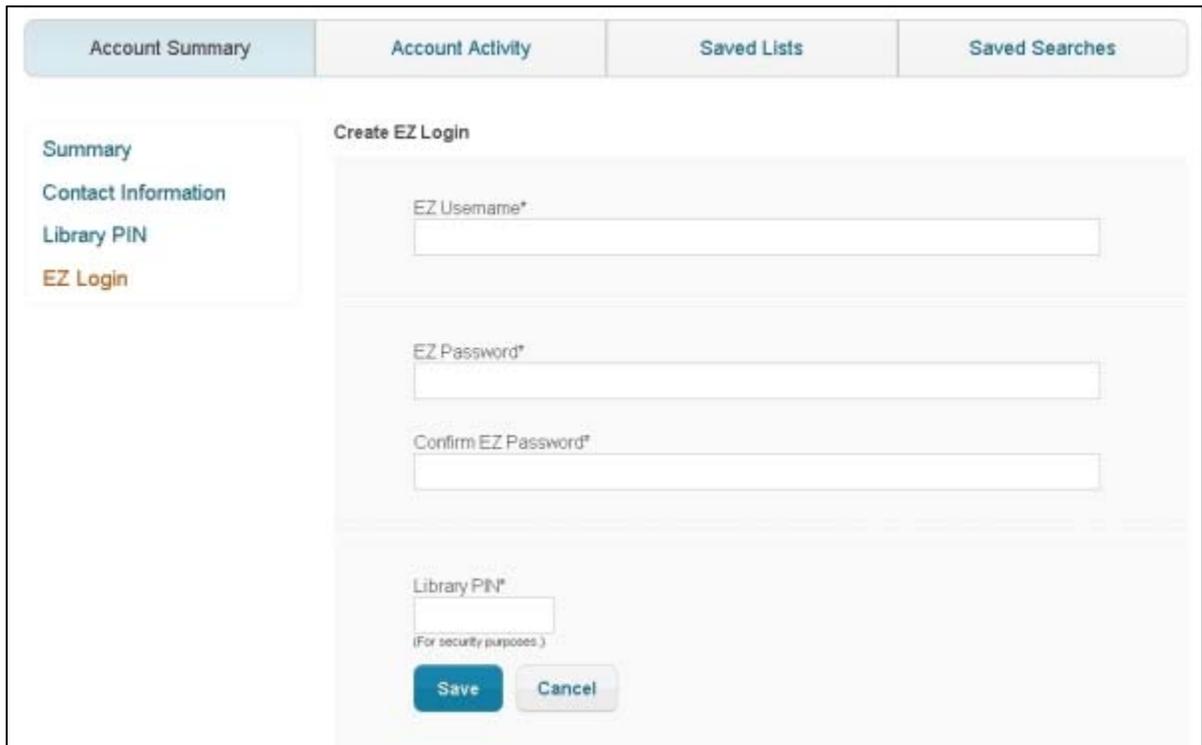
Create Your EZ Login

1. Log in with your library card barcode and PIN. **[Your first name] Account** slides out to the left.
2. Click the arrow to open the drop-down list of **Account** options, and then click **Account Summary**. Refer to the example below.



3. The **Account Summary** page displays. On the left side of the screen click **EZ Login** to open the **Create EZ Login** dialog. Refer to the form shown below.

Note: If you do not see the **EZ Login** option, but instead see **EZ Username** and **EZ Password**, you already have an established **EZ Login**. Check with your library staff for assistance.

A screenshot of the 'Create EZ Login' form on the Account Summary page. The page has a top navigation bar with 'Account Summary', 'Account Activity', 'Saved Lists', and 'Saved Searches'. On the left, a sidebar menu lists 'Summary', 'Contact Information', 'Library PIN', and 'EZ Login' (which is highlighted). The main content area is titled 'Create EZ Login' and contains four input fields: 'EZ Username*', 'EZ Password*', 'Confirm EZ Password*', and 'Library PIN*'. Below the 'Library PIN*' field is a note '(For security purposes.)' and two buttons: 'Save' and 'Cancel'.

4. Type your **EZ Username**. Your Username is not case-sensitive and can be used with any combination of the following: uppercase letters, lowercase letters, symbols, and numbers. For example, *123456*, *1luvBks!*, *Luv2Read*.

5. Type your **EZ Password**. Your Password is case-sensitive and can be used with any combination of the following: uppercase letters, lowercase letters, symbols, and numbers. For example, *123456, 1luvBks!, Luv2Read*.
6. Retype your **EZ Password** in the **Confirm EZ Password** box. If you type two different passwords, a message appears advising, *both password fields must match*. Re-type your password in both fields.
7. Type your **Library PIN** or other requested credentials.
8. Click **Save**. A green banner displays at the top of the screen, *Your EZ Login has been created*. The **EZ Login** option is replaced with two new options, **EZ Username** and **EZ Password**. The screen changes to **Change EZ Username**.
9. Remember to log out when you have finished. Failure to log out could allow other borrowers to access your personal information. After a certain amount of time with no mouse activity, you will be automatically logged out.



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