Renewing Books at John B. Cade

To renew books you have checked out:

Step 1: Enter the library's website http://www.lib.subr.edu

Step 2: Under “Find” Click on Books and Journals

You will see the screen below

Step 3: Locate “My Account”

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After you have clicked on “My Account” you will see the screen below.

Step 4: Locate and click on “Renew My Materials”

Step 5: Locate “UserID”

Step 6: Enter your Social Security Number with no spaces

Step 7: Locate “Pin” Enter CHANGEME

Step 8: Click on “List Charged Items”

Review my account
By clicking on “Review My Account” you will be able to view titles you have checked out or on hold and view fines that have been added to your account. By clicking on the appropriate boxes, you can renew all items or selected items and cancel selected holds. You cannot cancel a hold for an item with a status of available.

Change user pin
To change the user pin go to My ACCOUNT, click on User PIN Change. Enter your USER ID (Social Security Number). By PIN enter the default pin CHANGEME. You may now enter a pin of your choice.

**Remember: the default PIN is CHANGEME**

If you need further assistance please contact the reference department at (225)771-2875.

Created by: M. Payne, Reference Librarian