Learning Resource Center, IIT Indore
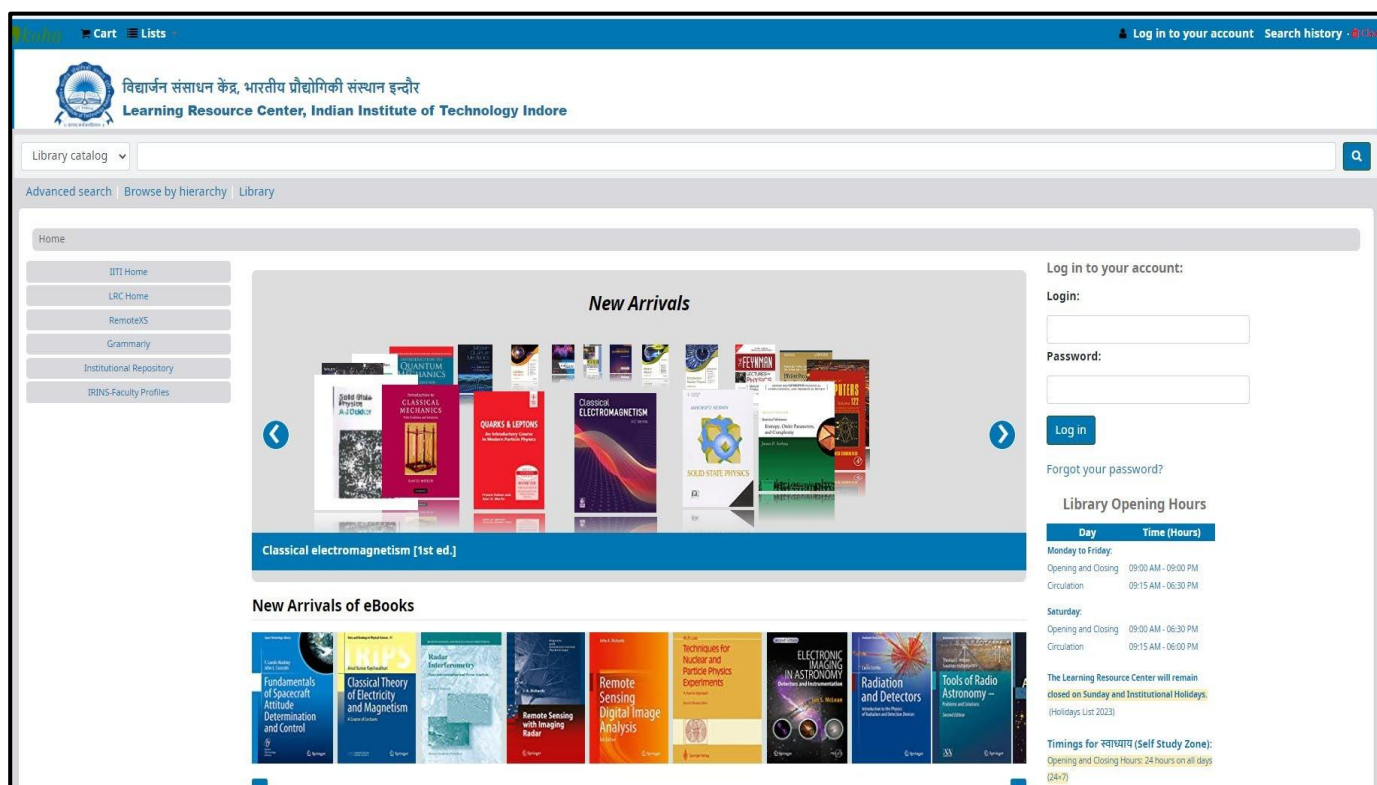## *LIBRARY OPAC*
My Account Guide

1. Open the Library website (http://library.iiti.ac.in/) and click on OPAC Search or directly open the following URL: https://koha.iiti.ac.in/ for accessing Library Online Public Access Catalog (OPAC)
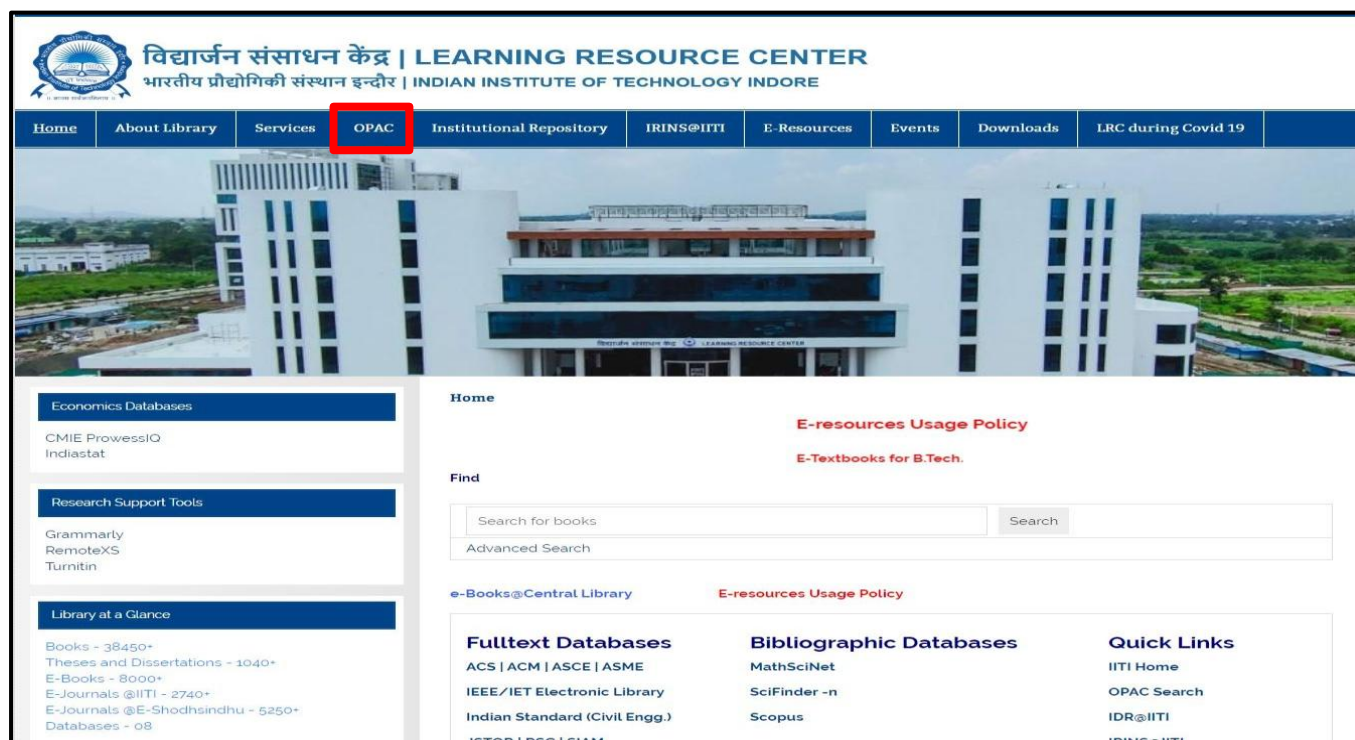
2. On your browser, the first window will display as below:

3. **For the first time user:** In the login area, click Forgot your password

4. On the next page enter your Card number or username, i.e. your **Roll no./Employee ID** and your **institutional email ID** and click on the Submit Button. You will receive a link to reset your password on your email.

The password should be in alphabets or numbers or combination of both, do not use any special characters (@,#,$,…).

5. **Now log in with your credentials**

6. Successful login will show you different menus on the left side of the page such as **your summary, your fines, your personal details, your tags, change your password, your reading history, and your lists**. Click the relevant tab to see the details.

For example: See **your summary** in the screen shot.

7. You can renew your check-out books only once through OPAC.
   Overdue and reserved books cannot be renewed through OPAC.

After renewal, the status of the book/s will be changed as shown below.

Note: Renew option will be activated 5 days before due date for UG, PG, Ph. D. students and Staff, and 15 days before due date for faculty and Ramanujan fellows.

8. To check your fines (Overdue charges) go to the Charges tab:

9. For Change Password Click on **"change password"** tab and enter your current password and new password and click on Change Password button (see the screen shot).

Please contact us if any further help is required.

Thank You!