Reset your PIN to use self-service machines – UoA Students and staff

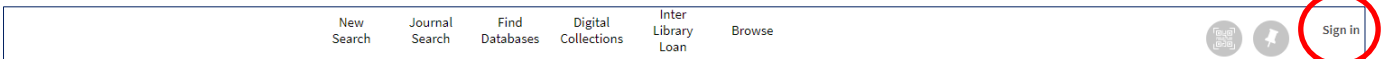**Ewan Grant and Eleni Borompoka, September 2022**

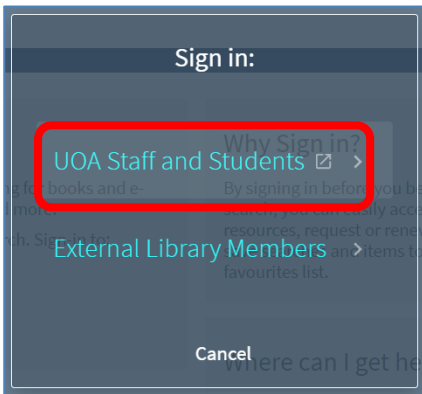QG PRI006   [www.abdn.ac.uk/library/documents/guides/qgpri006.pdf]

Introduction

It will be necessary for you to reset your PIN so that you can use our self-service machines. Follow the simple steps below to do this.
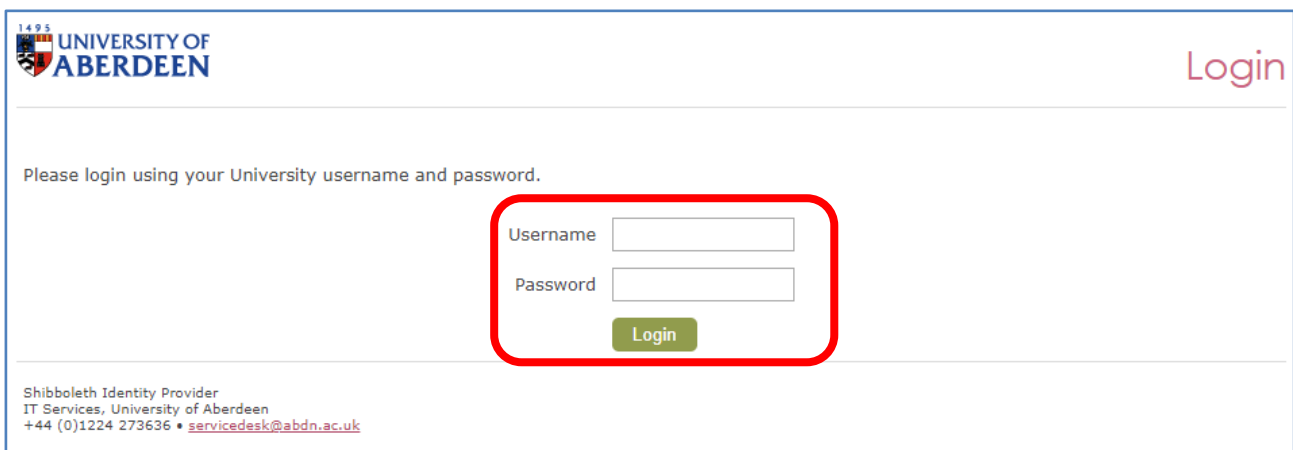
1. Navigate to Primo: https://abdn.primo.exlibrisgroup.com/

2. Select **Sign in** at the top right corner – see below

| New Search | Journal Search | Find Databases | Digital Collections | Inter Library Loan | Browse | | | Sign in |

3. A pop-up window will open. Select **UOA Staff and Students** – see below.

Sign in:

UOA Staff and Students

External Library Members

Cancel

4. The Shibboleth Login window will open as below. Enter UoA Username and Password and click **Login**

UNIVERSITY OF ABERDEEN

Login

Please login using your University username and password.

Username

Password

Login

Shibboleth Identity Provider
IT Services, University of Aberdeen
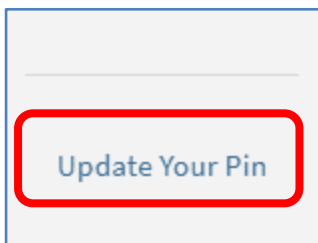+44 (0)1224 273636 • servicedesk@abdn.ac.uk

5. Your name will now appear in the top right corner. Click on your name and then select **Library Card**.
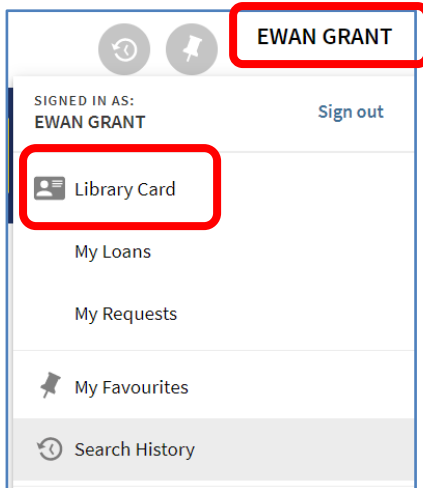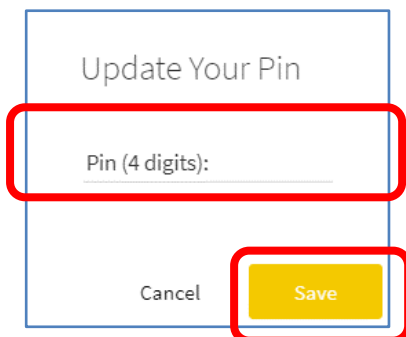

6. The **My Library Card** screen will open. Select **Personal Details** on the far right.
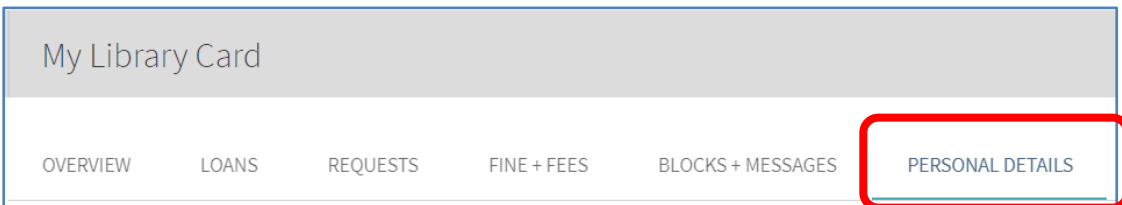
7. Next, click on Update PIN

8. A pop-up window will open. Enter a new 4 digit PIN number and select **Save.**

Need Help? If you have any problems with resetting your PIN please speak with Library staff or email library@abdn.ac.uk