

My Library Account

Video Transcript

Welcome to the Pitt Libraries' ASK US series. In this video, you will learn how to access your library account if you already have a Pitt ID.

First, navigate to the Pitt Libraries website by typing library.pitt.edu into the search bar. Click on the My Account button to the right.

When prompted, click Login, using: Your Pitt Account and type in your username and password in Pitt Passport. Once logged in, you will see your name displayed in the upper right corner of the screen.

This page shows you an overview of your library account. This is the best place for a comprehensive at-a-glance look at the status of your account.

The Loans tab will display a comprehensive list of all items currently checked out to you. By clicking the down arrow to the right of the title, you will see more information including the Renew button if that option is available based on the item.

The Requests tab will display a list of any Get It requests that are currently pending. From here you will be able to see the status of your request and check if it is still in process or ready to be picked up. Keep in mind, pending EZ Borrow and ILL requests will not show up in this list.

The next tab is Fine + Fees. If you returned an item late or need to pay any replacement or damage fees, you can come to this page to check what items accrued fees along with a description, date, and the total accumulated fees owed on your account. Be sure to keep those charges under \$25, or you may be blocked from using library services until it is paid down!

To make a payment, click the Pay Fine link which will open a popup window. If you have multiple fees, you have the option of paying them individually. When ready, select pay now and enter your card information on the following screen. You may pay by Visa or Mastercard. You will receive an email confirmation after payment.

In the Personal Details tab, you can see the date your library account is set to expire and your university status. You can also view which address, phone number, and email we have on file for you. Updates to these can be made by contacting Panther Central and updating your contact info with the University. It will then update here.

That's it! You now know how to access Your Library Account online to renew items and pay fines! If you ever have questions, look for the ASK US button to contact library staff by chat or email and we will be happy to help!