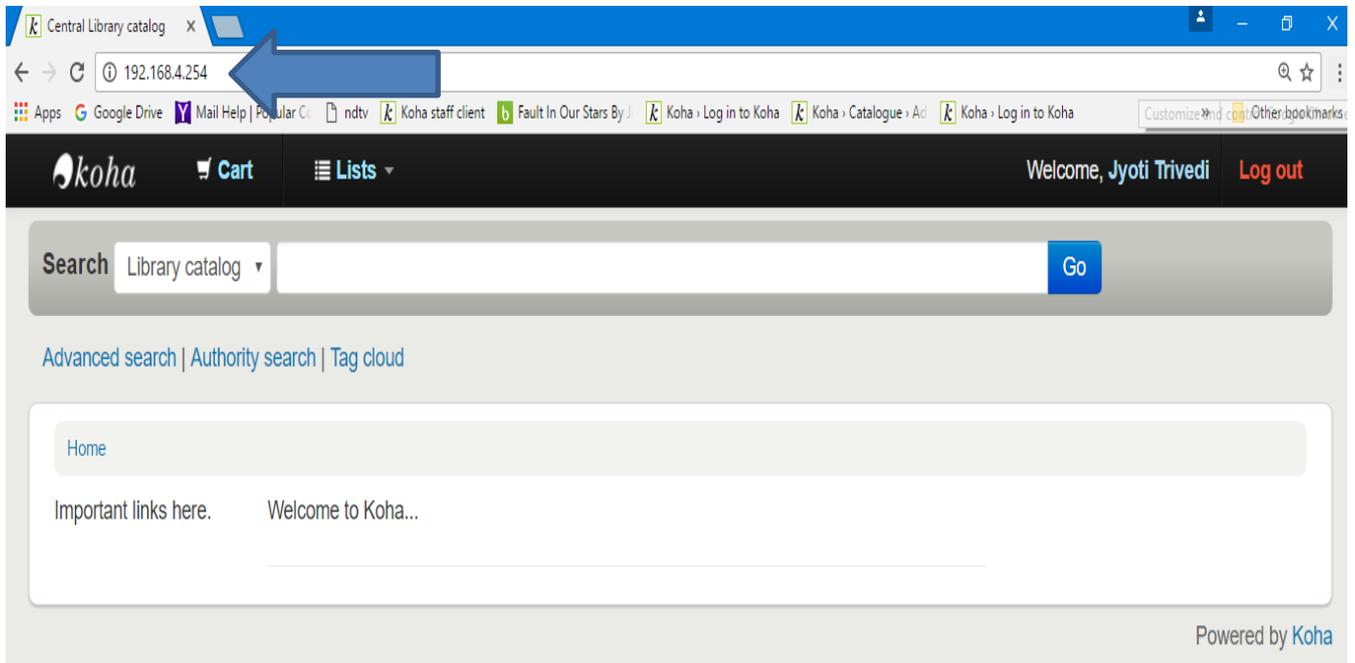
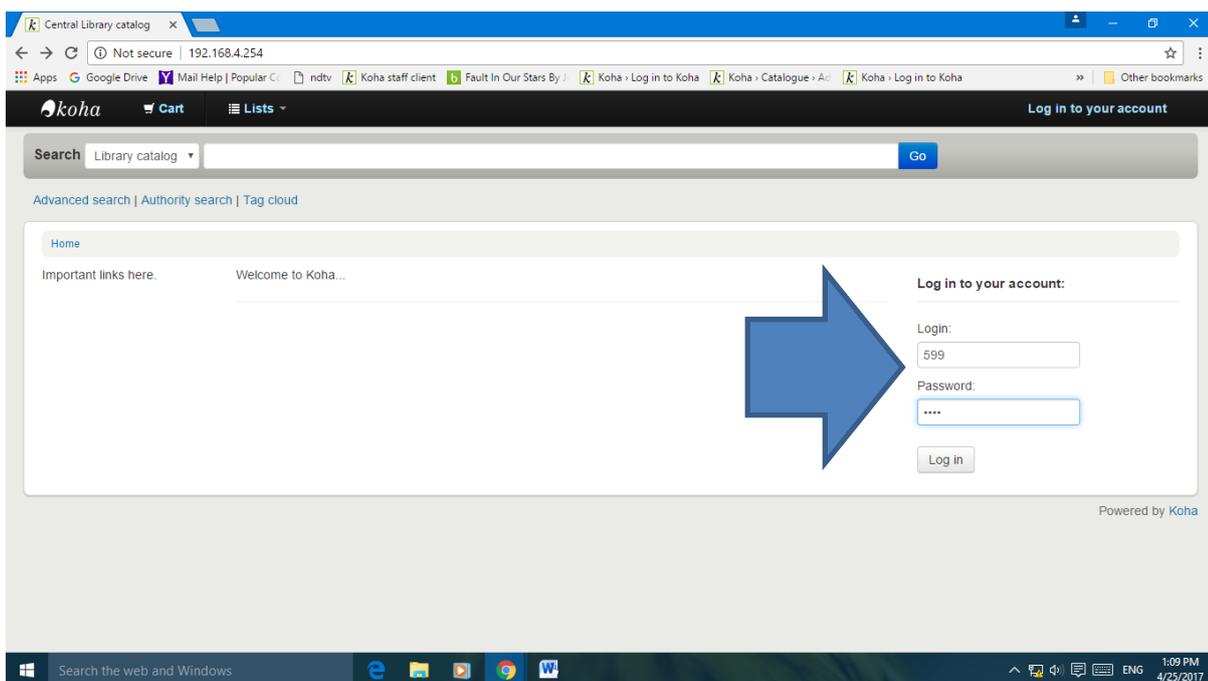


How to login and Change password in OPAC

- To open OPAC (online public access catalogue) type IP address 192.168.4.284 in URL



- In Home page it will ask your Login id and Password, first you gave your user id (provided by library staff at registration time) and default password 1234.



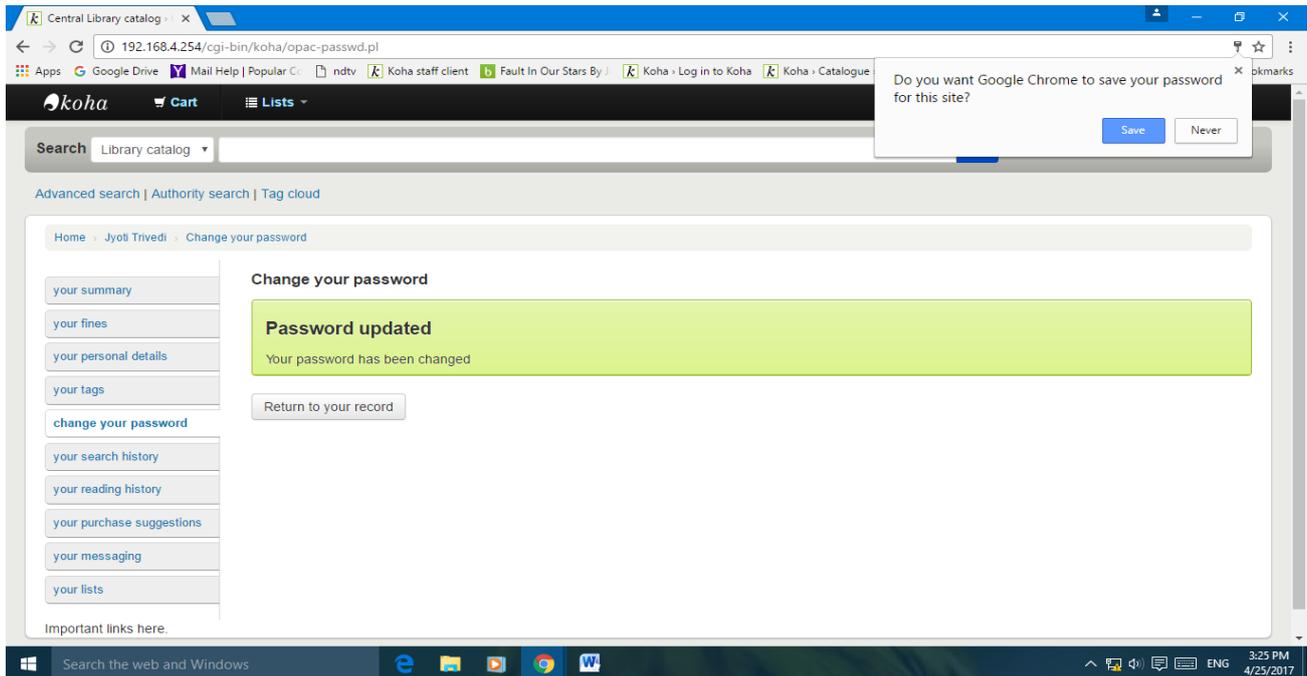
➤ Click on “Change your Password” option

The screenshot shows the Koha user interface. At the top, there is a navigation bar with the Koha logo, a cart icon, and a list icon. The user is logged in as Jyoti Trivedi. Below the navigation bar is a search bar with the text "Library catalog" and a "Go" button. The main content area shows a sidebar with various options: "your summary", "your fines", "your personal details", and "change your password". The "change your password" option is highlighted with a blue box. The main content area displays "Hello, Jyoti Trivedi" and "Checked out (3)" with a table of items checked out.

➤ Following all the instruction and press on submit changes.

The screenshot shows the "Change your password" page in the Koha system. The page has a sidebar with various options: "your summary", "your fines", "your personal details", "your tags", "change your password", "your reading history", "your purchase suggestions", "your messaging", and "your lists". The "change your password" option is highlighted. The main content area displays "Change your password" and a message: "Your password must be at least 4 characters long." Below this message are three input fields: "Current password:", "New password:", and "Re-type new password:". At the bottom of the form are two buttons: "Submit changes" and "Cancel".

➤ Once you change the password you will get the following message on screen.



Important Note: In case, if you forget the password after changing, please contact to library staff to regenerate the password.

Central Library
CIP, Ranchi