

## Renew PCA&D Library Material Electronically

You can renew your library material through the PCA&D Library web site.

To find the library web site go to <www.pcad.edu> and click on Library; then click ***Search the Catalog*** tab. From the ***Search the Catalog*** page, click on ***Search the Pennsylvania College of Art and Design Catalog***.

- After accessing the catalog as stated above, choose **My Millennium** under **My Library**.
- Type in your name as the example demonstrates.
- Type in your barcode, without spaces, as it appears on your ID. If your ID has a barcode without digits printed below, you have an older ID. In this case your barcode is your social security number. The system encrypts your barcode for security purposes. Click Submit.
- This will take you to a page where you will be asked to create a PIN (i.e., a password). Create a PIN and click on submit.
- After creating your password your account set-up is complete.
- Your **My Millennium** account will provide you with access to your entire library account including current items checked-out. You will have the ability to select an individual item and renew it. You will be given a new due date for the item under status. If the item can not be renewed, a message will appear.

Remember to log out when you have finished.

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