



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

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

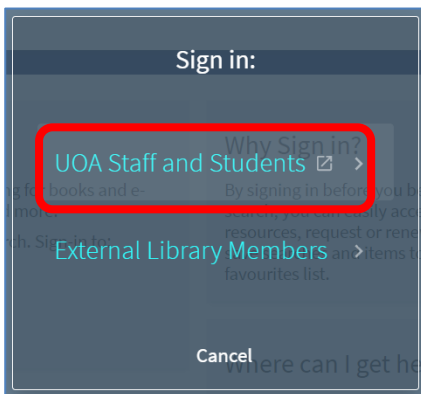
Introduction

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



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



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

1495 UNIVERSITY OF ABERDEEN Login

Please login using your University username and password.

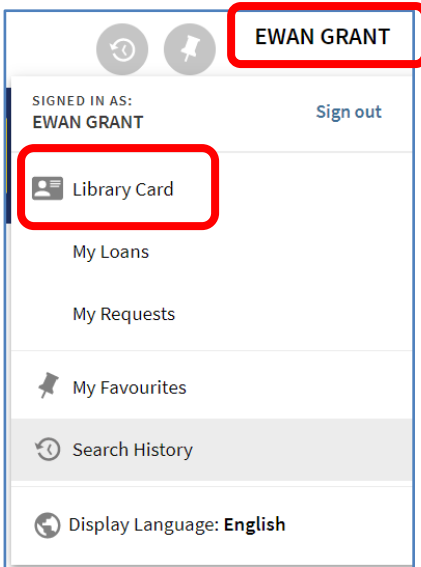
Username

Password

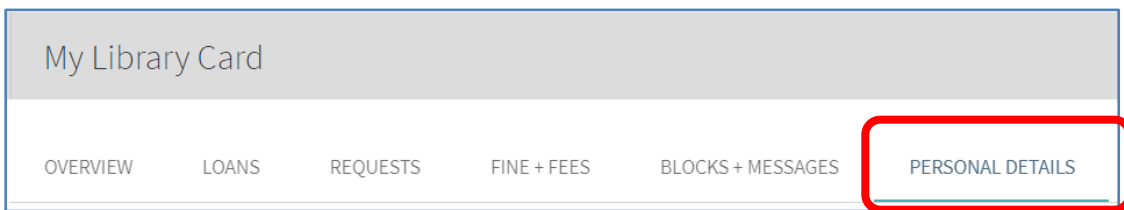
Shibboleth Identity Provider
IT Services, University of Aberdeen
+44 (0)1224 273636 • servicedesk@abdn.ac.uk

Please note: being signed in to your Microsoft 365 account makes the sign-in process easier

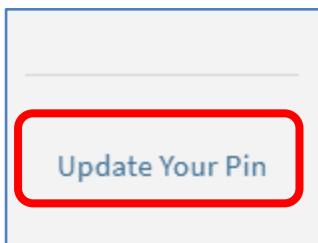
5. Your name will now appear in the top right corner. Click on your name and then select **Library Card**.



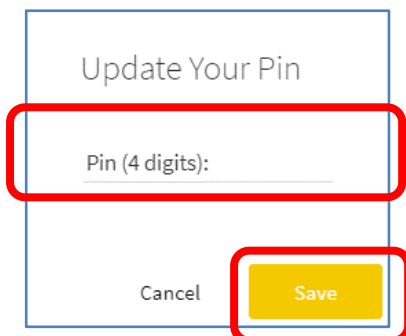
6. The **My Library Card** screen will open. Select **Personal Details** on the far right.



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