



# Library system (Koha) Guide



YCCECE Library is using **Koha** as the library system from August 2019, therefore a guideline that to guiding student utilize functions of koha.

## How to access Koha?

Pathways 1: Go to [Library website](#) → **SELECT** “Library Catalog” at the top of right hand side



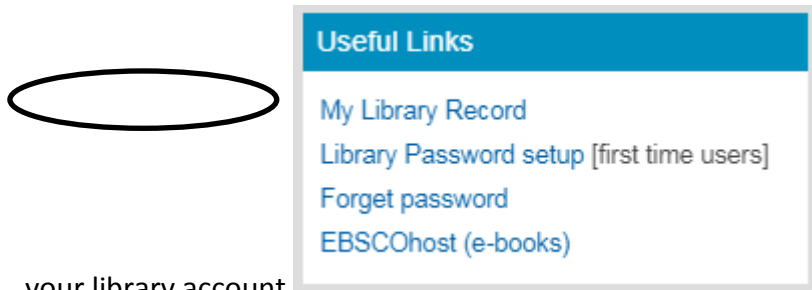
→ To Access the library Catalog

Pathways 2: Go to [Library website](#) → **SELECT**  at the top of right hand side



→ To Access the library Catalog

Pathways 3: Go to [Library website](#) → **SELECT** “My Library Record” at Useful Links • To login



your library account

→ To login your library account

## Koha Login Guideline

For **(a) First Time Users** **(b) The Beginning of Academic Year**, you will need to **set up** your own password.

Remark: password **must contain** at least **9 characters** with an **upper case letter** and **numeral**

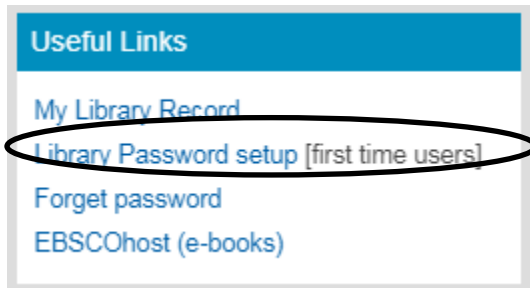
Notice:

- 1) Annual maintenance at the end of August
- 2) Password period of use: SEP to AUG / per annual

\*\*ALL students need to be reset password at the beginning of September per annual \*\*

You can set up your password from:

Pathways 1: Go to [Library website](#) → **SELECT** "[Library Password setup](#) [first time users]" at Useful Links



Pathways 2: Go to [Library Catalog](#) → click "[Reset password](#) "

Log in

Login: 18012345 (Your YCCECE student or staff ID)

Password : (For first-time user, please click "[Reset password](#) ")

Remark: password **must contain** at least 9 characters with an **upper case letter and numeral**

Pathways 2: Go to [Library Catalog](#) → click "[Forgot your password?](#)"

### Forgotten password recovery

To reset your password, enter your login or your email address.

Login:

Email:

Submit

If you have any inquiries, please by email ( [library@yccece.edu.hk](mailto:library@yccece.edu.hk) ) or by phone ( 3977 9880 ) at [library opening hours](#)