

Attention NUJS Library Patrons

Now, your Library Account is more secure than ever. To protect your Membership Account from unauthorized usage, simply apply the following steps.

- Login to <http://www.webopac.nujs.ac.in/>.
- Go to **Login** tab at the top left corner.
- Type your library membership number NUJS_ _ _ _ as User Name.
[For those who have not yet reset their respective passwords. This is one time operation.]
- Default password is the same as membership number.
- Click on **My Account** tab at the top left corner. Six tabs appear under your name.
- Click on **Contact** tab (the 5th one).
- Then click on [**Change Password**]. Type your default password first. Then reset a new password. Resubmit the new password. Password should be 3 to 10 characters long.
- Click **Save**. “*Your Password has been successfully updated*” message appears.
- Now **Log Out** from your account in Chamo (webOPAC).

Note: To request for a new password if you have forgotten the existing one, click on “*Forgot your password?*”

Henceforth, this password ought to be used for issuing books from the **Self-Check System** as well.

- Put your library card’s barcode under the scan line of the Self-Check System.
- Enter your aforementioned password through the virtual key board of the system. Remember your password is case sensitive.
- Your account summary would appear. Touch the OK button.
- Put the spine part of the book under the scan line.
- Title(s) of the book(s) would appear on the screen as it gets issued (**Checked Out**).
- If any other message appears on the screen, contact library staff for assistance.

Note: This **Chamo and Self-Check System specific password** has no relation with the password you have applied for in the Undertaking Form, for getting **Off- Campus** (remote) **Access** of the NUJS Library’s subscribed online resources. (Although, using same passwords over different platforms is entirely the patron’s personal choice.)