Guideline to Online Renewal

Online renewal is one of services provided by the library for each user. Patrons may renew books online using WebOPAC. To avoid any fines, renewals must be done **ON OR BEFORE** the due date.

**Step 1**

**Step 2**
Click Login
(Step 3) Login your Staff No./Student No.
- Example: Staff(00123457), Student (2011221547)

(Step 4) Enter Your IC No. (Without“-“)
- Example: Staff/Student (771201125887)

(Step 5) Click: Renewal
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(Step 6) Login your Staff No/Student No
- Example: Staff(00123457), Student (2011221547)

(Step 7) Enter Your IC No (Without “-“)
- Example: Staff/Student (771201125887)
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(Step 8) Details due date to return books before renewal

(Step 9) All on loan item will be displayed

(Step 10) Choose any books needed to be renewed

(Step 11) Click at Renew button
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(Step 12) Due date details after renew

(Step 13) System will display the status of materials that have been renewed.

(Step 14) Click Home button
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Attention!

Renewal online will be failed if:

- Any overdue books. Make sure renew before the due date.
- Books/items are Reserved by another user.

(Step 18) Click Log Out button