

How to Request/ Reset Password Online

If you do not have or have forgotten your login password, you can request / reset the password online through **Library InfoWeb**.

Step 1: On the **Library InfoWeb** page, click on 'Login' tab.



Step 2: Click on the 'Request / Reset password' link.



Step 3a: Enter your 'ID Barcode No. / IC No.' (e.g. 2100001839 / 910101091234) and 'University Email Address'.

Step 3b: Click on the 'Request / Reset password' button.

The image shows a close-up of the 'Request / Reset password' form. The title 'Request / Reset password' is at the top. Below it, there are two input fields. The first is labeled 'ID Barcode No. / IC No. *' and contains the value '2100002393'. Below this field is an example '(e.g. 910101091234 / 2100001839)'. The second input field is labeled 'University Email Address *' and contains the value 'jimmylzy-wb22@student.tarc.edu.my'. Below this field is an example '(e.g. yeoks-wh13@student.tarc.edu.my)'. At the bottom of the form, there is a button labeled 'Request / Reset password' with a mouse cursor pointing at it.

If your password request/reset is successful, you will see a pop-up screen (on the top right of screen) as shown below:



Step 4: Check your University email inbox for the new password with the subjectline 'Request / Reset Password'.

