

## 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 College 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 of the form is 'Request / Reset password'. There are two input fields: the first is labeled 'ID Barcode No. / IC No. \*' and contains the value '2100002393'; the second is labeled 'University College Email Address \*' and contains the value 'ainazaireynna@tarc.edu.my'. Below the email field, there is a note: '(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 College email inbox for the new password with the subject line 'Request / Reset Password'.

