

Patron Login and My Account

Commonwealth Catalog patrons have two options for logging in

1. **Selecting the “Please Login” link in the upper right hand corner**
2. **As part of placing a request** - Please note: For best results, patrons and staff should log in prior to searching and requesting.

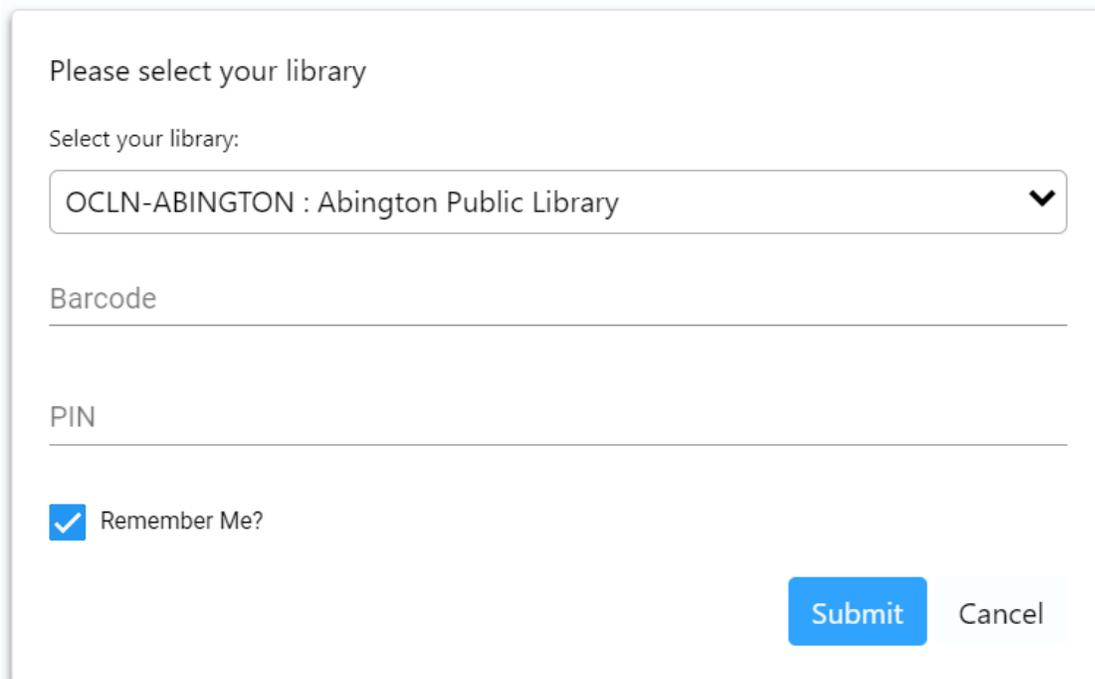
It is important the patron chooses their home library the first time they log in. ComCat automatically associates the patron with this original library. If a patron selects the wrong library, it must be manually changed by a ComCat Administrator. The account associated with the wrong library will need to be deleted and a new account will be created.

A patron’s home library is the default pickup and borrowing library location for the patron. The patron does have the option of changing their default pickup location (see Your Account), or changing the pickup location for a specific request (see Patron Requesting).

Selecting the “Please Login” link in the upper right hand corner

Patrons can use the ‘Please Login’ link in the upper right corner of the ComCat home page at any time to log in to ComCat. The patron’s home library affects how the catalogs are searched. It is best to log in before searching in order to provide the best results.

Selecting the “Login” link will bring up the login window.



Please select your library

Select your library:

OCNL-ABINGTON : Abington Public Library

Barcode

PIN

Remember Me?

Submit Cancel

Figure 1- Login window

Patrons can select their library by scrolling through the drop down list or by typing the library name or code in the box.

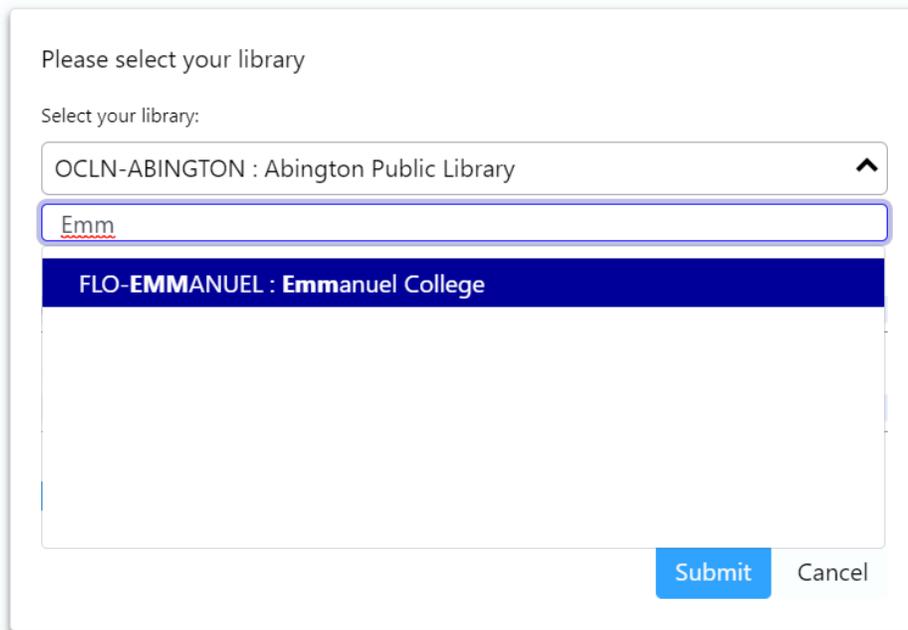
A screenshot of a web form titled "Please select your library". Below the title is the label "Select your library:". There is a search input field containing the text "Emm". Below the input field is a dropdown menu with a blue background and white text, showing the selected option: "FLO-EMMANUEL : Emmanuel College". Above the dropdown menu, the currently selected library is displayed: "OCLN-ABINGTON : Abington Public Library". At the bottom right of the form are two buttons: "Submit" (in blue) and "Cancel" (in grey).

Figure 2 - Library field will auto-fill as the user types

Note: Depending upon where the patron accesses the login form, the login field labels may not match the patron's network requirements, but they may still enter their login information. (For example, the field may say "PIN" in place of "Last Name" or vice versa).

Depending upon their computer settings, selecting the "Remember Me?" checkbox may cause the system to remember the values in the identifying fields.

After selecting their library and entering their information the patron selects the "Submit" button. ComCat will then automatically authenticate the patron account with the local library system, verifying their borrowing status, and updating patron information and email addresses based on the information in the local library system.

Patron information cannot be edited in ComCat. If a patron finds their information needs to be updated, changes must be made in the local library system directly.

It is important the patron chooses their home library the first time they log in.

Logging in when placing a request

If the patron has not logged in and selects the "Request This Item" button they will be presented with the login window.

Fenway fever
Format: Book
Found In:
Minuteman Library
Network



Availability: 21 (of 29)

[Request this Item](#)

[Modify Search](#)
[Modify Existing Request](#)
[Multi Copy](#)

System Nbr.: 757469518
LCCN: 2011037113
ISBN: 9780399246654 (hbk.)
ISBN: 0399246657 (hbk.)
Author: Ritter, John H., 1951-
Title: Fenway fever / John H. Ritter.
Publisher: Philomel Books,
Date: c2012.
Description: 230 p. ; 22 cm.
Notes: Twelve-year-old Alfredo "Stats" Pagano and Boston
Subject: Boston Red Sox (Baseball team) Juvenile fiction.
Fenway Park (Boston, Mass.) Juvenile fiction.
Subject: Baseball stories.
Subject: Blessing and cursing Juvenile fiction.
Subject: Boston (Mass.) Juvenile fiction.

Please select your library

Select your library:

OCNL-ABINGTON : Abington Public Library

Barcode

PIN

Remember Me?

[Submit](#) [Cancel](#)

After filling in their information and selecting the “Submit” button, they will be presented with the Request Item form where they can submit their request.

Returnable (loan) Non-Returnable (copy)

Returnable (loan)

Title

Author/Creator

Publisher (Place, Name, Date)

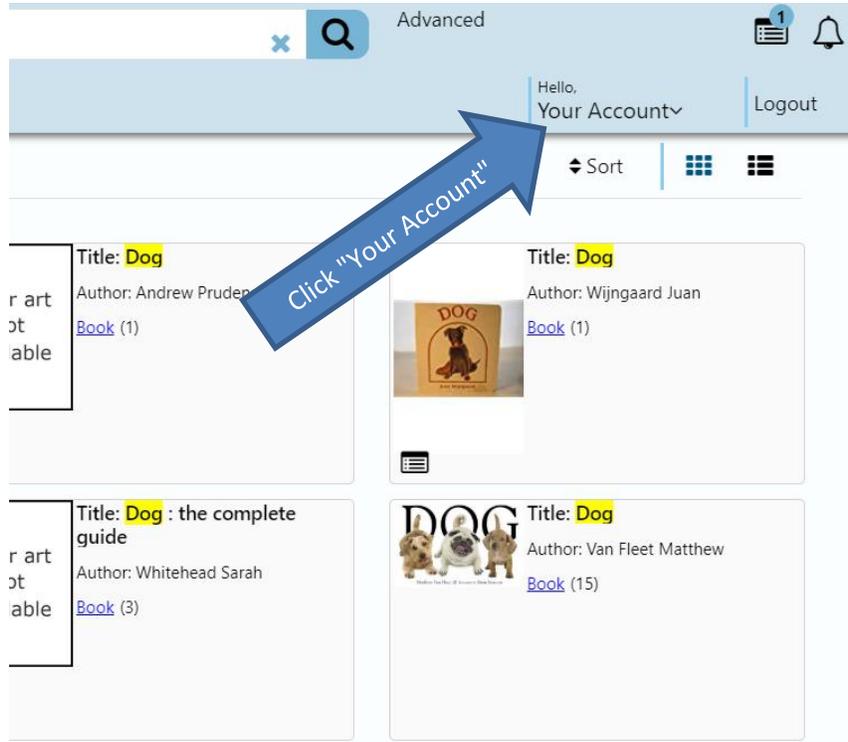
Physical Description

ISBN

Specific Disc/Volume Needed

Your Account

Once logged in, a patron may access their Account by selecting the "Your Account" link in the upper right hand corner.



Enter search for : Keyword [Logout] Alexandra ▲

Items from Other Libraries

ILL Request Limits

You have submitted 3 requests.
You may submit 7 additional requests.

SortBy

| Item Details | Request Details | Cancel Item |
|---|---|--|
| <p>Title: OCLN Commonwealth Catalog Test Record Author: Commonwealth Catalog Office Pub Year: 2015.</p> <p>Status: Awaiting reply from one or more potential lending libraries.</p> <p>Hide</p> | <p>ID: 45 Date: 5/11/2016 Need By: 8/9/2016</p> <p>Pickup Location: Wentworth Institute of Technology</p> | |
| <p>Title: CWMARS Commonwealth Catalog Test Record Author: Commonwealth Catalog Office. Pub Year: 2015.</p> <p>Status: This interlibrary loan request went to all potential lending libraries and was not available. Library staff may try again to get the item. Questions? Please contact library staff.</p> <p>Hide</p> | <p>ID: 44 Date: 5/11/2016 Need By: 8/9/2016</p> <p>Pickup Location: Wentworth Institute of Technology</p> | |
| <p>Title: MVLC Commonwealth Catalog Test Record Author: Commonwealth Catalog Office Pub Year: 2015.</p> <p>Status: Library staff may try again to get the item for you. Questions? Please contact library staff.</p> | <p>ID: 43 Date: 5/11/2016 Need By: 8/9/2016</p> <p>Pickup Location: Wentworth Institute of Technology</p> | <input type="button" value="Cancel Item"/> |

Home
Your Transactions
Items from Other Libraries
Your Settings
Search History
Log Out

My Account features a left hand menu:

1. Your Transactions – Items from Other Libraries
 - a. View current requests
 - b. Change pickup location for requests in Pending status
 - c. Cancel requests in Pending or Retry status.

2. Your Settings

- Your Profile
 - Contains patron information as returned from the patron’s local library system. Patrons cannot modify this information. Staff members with User Admin privileges can modify the information in ComCat but it will be overwritten by the local library system data the next time the patron logs in. To update patron information, update it in the local library system.

- Your Preferences – Change the patron’s default pickup location. Unless modified, a patron’s auto-fill pickup location will be their home library (where they log in).
 - To change a patron’s default pickup location:
 - Select the desired default pickup location from the drop down menu
 - Click Save

Your Preferences

Save

Default Result Sort: Use Library Default

Number of searches to save in History: 0

Default Opening Page: Use Library Default

Default III Pickup Location: Use Library Default

Default Full Record Tab: Use Library Default

Default Advanced Search First Index: Use Library Default

Default Advanced Search Second Index: Use Library Default

Default Advanced Search Third Index: Use Library Default

Default Scoping Level: Use Library Default

Apply Scoping to All Searches: No

Save

Home

Your Transactions

Your Settings

Your Profile

Your Preferences

Your Favorite Resources

Your Favorite Web Links

Search History

Log Out

- Your Favorite Resources - User can select their default network catalogs to search. It is recommended to leave this preference on “Check All.”
- Your Favorite Web Links - This is not an applicable function for ComCat.

3. Search History – Depending on browser settings, this link retains searches conducted by the patron for a period of time.