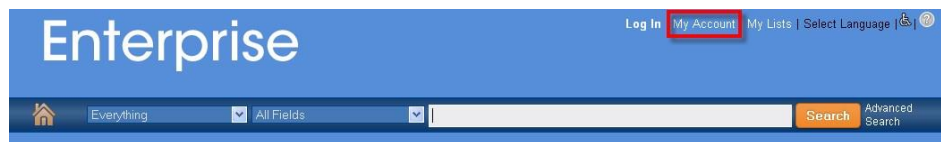# My Account

The My Account option in Enterprise allows SirsiDynix Symphony users to access information regarding personal information, checkouts, holds and fines for themselves and others associated with their group of users.

Accessing My Account
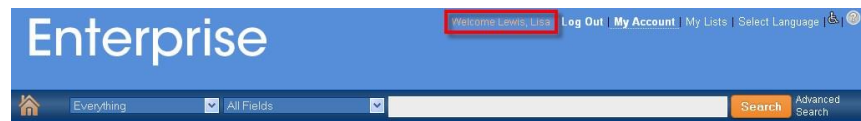
To access My Account:

1. Click **My Account** in the toolbar at the top of the screen.

    Enterprise will prompt you to log into Enterprise at this point if you haven"t yet logged in.

    When logged in, you will see your name at the top of the screen to the left of the Login button.

2. Select the tab/accordion of interest in the new screen to view specific information.

Personal Information

Users can access and manage several pieces of information on the **Personal Information** tab: contact information, PIN, Enterprise user preferences, other group members associated with a user group in SirsiDynix Symphony.

Contact Information

On the **Contact Information** accordion, users will see only the information associated with the primary address declared in a user record in SirsiDynix Symphony. In other words, if they have two addresses, and if the system designates the second address as the primary address, they will not see the first address.
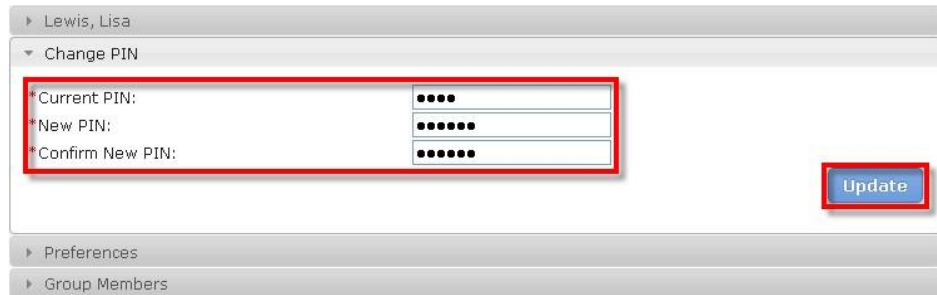

Change PIN

This accordion allows users to modify your established PIN in SirsiDynix Symphony. If a user changes the PIN in Enterprise, those changes will be immediately seen in SirsiDynix Symphony.

To change your PIN :

1. Open the **Change PIN** accordion on the **Personal Information** tab in My Account.

2. Enter your current PIN into the Current PIN field.

3. Enter your new PIN into the New PIN and Confirm New PIN fields.

4. Click **Update**.

Preferences

The **Preferences** accordion allows users to set the four following preferences:

- Default language: The language you would like to view the Enterprise interface in when logged in

- Default My Account tab: The tab you want to view first when opening My Account.

- Preferred List: The list to which you prefer to save items when adding items to My Lists.

- Keep My Checkout History: The setting that enables/disables your checkout history to be displayed on the **Checkouts** tab.

The Keep My Checkout History feature displays when:

- The Charge History Rule policy is turned on in the Symphony configuration files.

- The Allow Checkout History feature is turned on in the Enterprise administration console.

- The Charge History Rule policy in the user record is either set to All Charges or No Charges.

To set your preferences and enable checkout history:

1. Open the **Preferences** accordion on the **Personal Information** tab in My Account.

2. Change settings as necessary using the drop down menus.

3. Check the box labeled "show my checkout history"

   a. Click "update"

4. Now, a second check box will appear, "Record my Checkout History"

   a. Check this box as well.

   b. Click "Update"

5. All future checkouts will now be visible, but not the current or past checkouts.

To disable checkout history:

1. Log into the online catalog (click "My Account")

2. Click the "Preferences" accordion to open it.

3. Uncheck both boxes, "Show my checkout history" and "Record my Checkout History"

   a. Click "update"

Checkouts

Users can access and manage several pieces of information on the **Checkouts** tab: current checkouts, current checkouts to members of an associate user group, and checkout history.
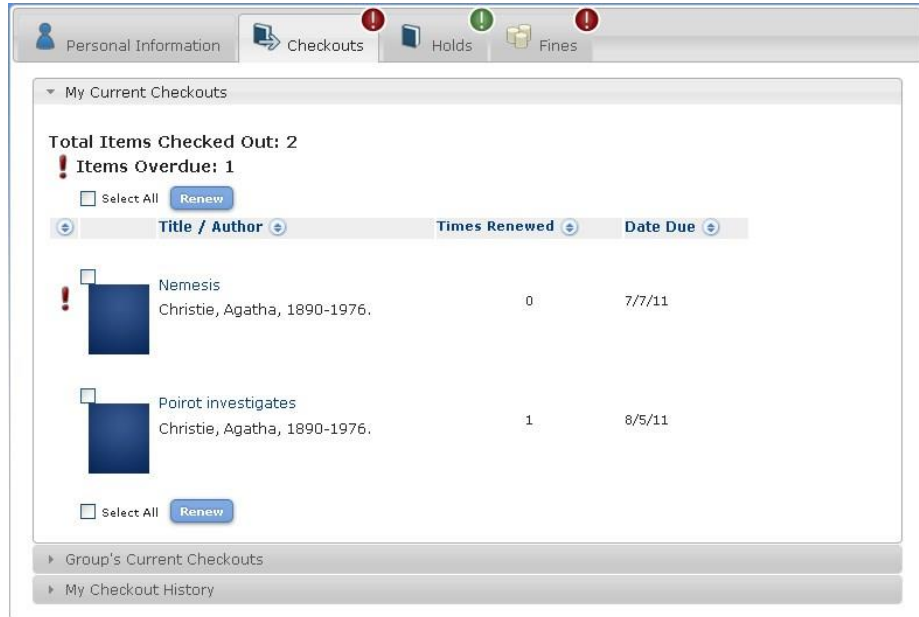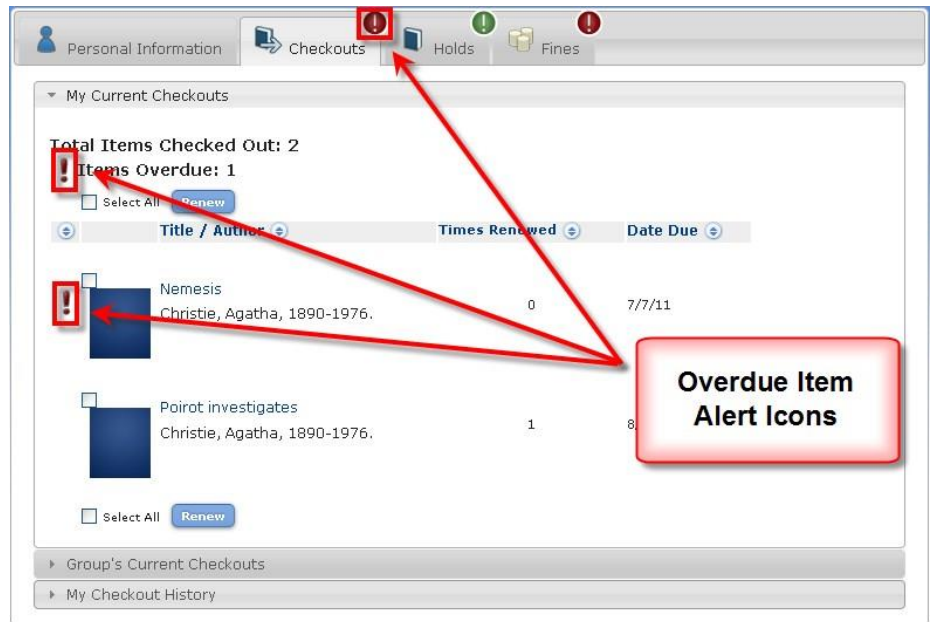

My Current Checkouts

In the **My Current Checkouts** accordion, users can view all of the items currently checked out by title and author, the number of times each item has been renewed, and the due date for each checkout. They can also renew checkouts on this tab.
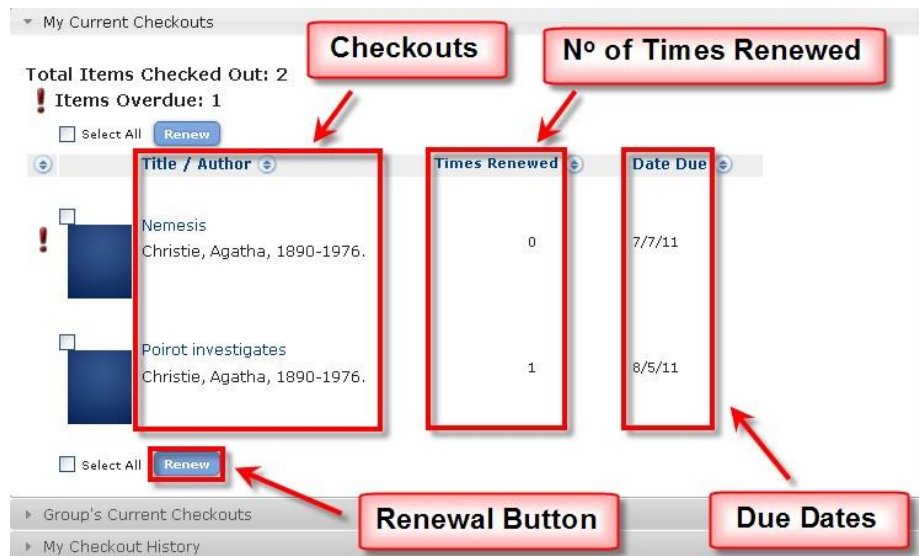
When items are overdue, Enterprise alerts users with a red exclamation mark on the **Overdue** tab and at the top of and beside each overdue title on the **My Current Checkouts** accordion.
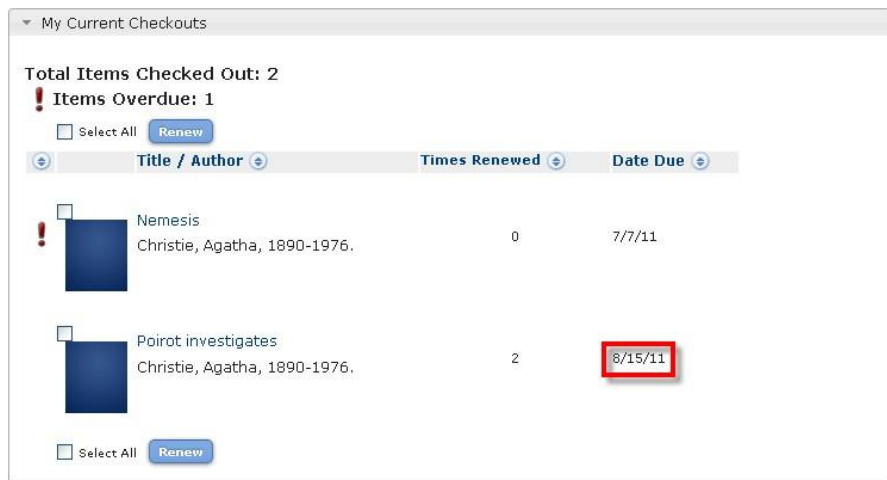

To renew your checkouts:

1. Open the **My Current Checkouts** accordion on the **Checkouts** tab in My Account.

2. Select the items you would like to renew using the checkbox associated with the title of interest, or using the **Select All** check box.
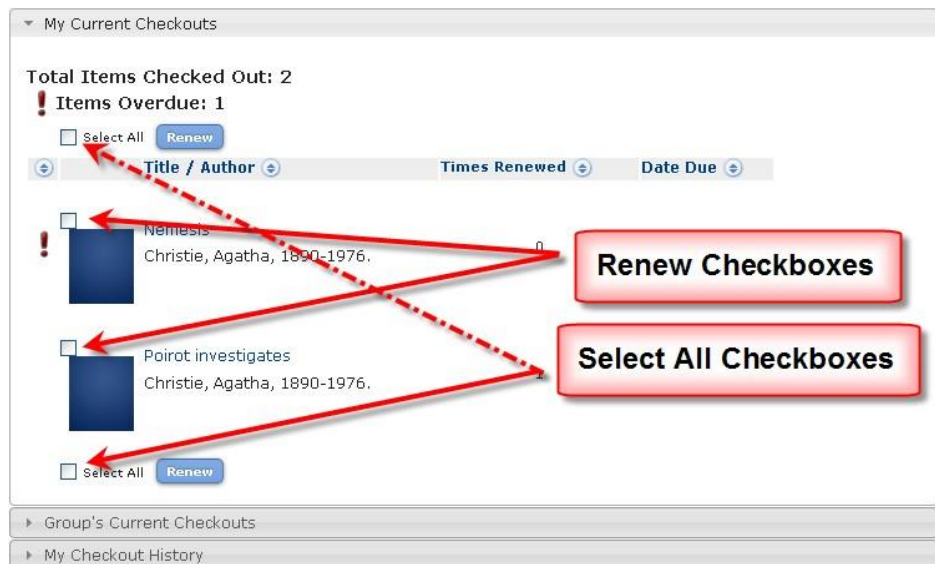
3. Click **Renew**.

4. Click **Yes** in the Renewal Confirmation window that displays.

The new due date appears next to the checkouts renewed.

Group's Current Checkouts

The **Group's Current Checkouts** accordion is similar to the **My Current Checkouts** accordion except it displays items checked out to other members associated with a user group which are established in SirsiDynix Symphony. Users may also renew items checked out to other group members.

💡 Enterprise alerts you when you cannot renew a checkout due to other holds placed against the checkout, as illustrated in the screen capture below.

💡 You will not see the **Group's Current Checkouts** accordion if you are not associated with any user group in SirsiDynix Symphony.

My Checkout History

This accordion allows users to see what titles you have checked out previously and the date the items were checked out and returned.

💡 The My Checkout History accordion displays when:

- The Charge History Rule policy is turned on in the Symphony configuration files.

- The Allow Checkout History feature is turned on in the Enterprise administration console.

- The Charge History Rule policy in the user record is either set to All Charges or No Charges.