



## Universiti Tunku Abdul Rahman

# Update Library Account Contact Details

**Note: The Library system allows you to update your handphone number and personal email. However, you are advised not to rely on email reminders/overdue notices as they are just courtesy reminders. Non-receipt of library reminder notice cannot be used as excuse for waiving/reducing library charges/fines.**

### Step 1

→ Go to <http://opac.utar.edu.my/>

→ Enter your ID & Password




Your Patron ID is the user login ID (printed below the barcode in the Student/Staff ID card) given by ITISC. Your Password is your MyKad number without hyphen for local students/staff, or passport number for international students/staff.



### Step 2

→ After you have successfully login, click Edit Patron Email and Contact Number



<p><b>Step 3</b></p> <p>→ Enter your desired email address/handphone number</p> <p>→ Click <b>Register</b></p>	
<p><b>Step 4</b></p> <p>→ Click <b>Accept</b></p>	
<p><b>Step 5</b></p> <p>→ Click <b>OK</b></p> <p><b>* Your updated email address and handphone number will take effect in about 5 minutes.</b></p>	
<p style="text-align: center;"><b>Reminder</b></p> <p><b>Please monitor your email account regularly. If you do not receive reminder(s) from the library for overdue books, you are advised to see the Reference Librarian on duty.</b></p>	