

# How To **with HCPL** Sign In & Registration

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This guide provides step-by-step instructions to logging in to your account, logging out of your account, and registering your account on the Harris County Public Library website.

If this guide does not give you the information you need, please reach out to your local Harris County Public Library branch! We are always ready and happy to help you.

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# Logging In to Your Account

You can log in to your Harris County Public Library account to monitor and renew your borrowed items, place holds, and track your reading. You will need your library card number and your 4-digit PIN to log in.

## Log In Button

Every page of the website has a dark blue button in the top right corner. When you are not logged in, this button says, “**Log In/My HCPL**”. It is highlighted in green here:

The screenshot shows the top navigation bar of the Harris County Public Library website. In the top right corner, a dark blue button labeled "Log In / My HCPL" is highlighted with a green rectangular box. To the left of this button are links for "Hours & Locations" and "Help". Below the navigation bar is a search section with the Harris County Public Library logo, a search bar, and a "Search" button. Below the search bar is a horizontal menu with links for "Browse", "Events", "Services", and "Online Resources". The main content area features a large banner image of a young girl with the text "Find a Family Place Library". To the right of the banner are four featured items: "STAFF LIST Inspiring Reads for the College Graduate", "BLOG POST DIY Weddings: Crafts & Fun Stuff for Brides on a Budget", "STAFF LIST Pesach-gnetic Jewish Fantasy", and "STAFF LIST Bad\*\*\* Moms". Below the banner and featured items are three sections: "Featured Events" with a calendar for May 16th, "Online Events" with a link to "ESL - Advanced Conversation Online", and "Japanese Tea Ceremony" with a link to "May 16th | 1:30pm - 2:30pm".

## How to Log In:

1. Click on the dark blue **“Log In/My HCPL”** button in the top right corner.
2. A dropdown menu will appear. Click the green **“Log In/Register”** button at the top.



1. In the Log In screen, enter your library card number and your 4-digit PIN, then click the dark blue “Log In” button.

English ▾ Hours & Locations ▾ Help ▾ Log In / My HCPL ▾

HARRIS COUNTY PUBLIC LIBRARY

Search the Catalog by Keyword

Advanced Search

Browse ▾ Events ▾ Services ▾ Online Resources ▾

**Log In** ⓘ

Library Card # or Username:

PIN:

[Forgot your PIN?](#)

☐ Remember me on this device

[Get a Card](#)

**Log In** ⓘ

Library Card # or Username:

PIN:

[Forgot your PIN?](#)

☐ Remember me on this device

[Get a Card](#)

**My HCPL**

**My HCPL** is the library catalog where you can find library items and access eBooks, eAudiobooks, eMagazines and other online resources.

**Log on to My HCPL to**

- Place holds and renew
- Download eBooks, eAudiobooks, etc.
- Pay fines
- Make and share lists
- Keep track of future reads and items you have previously read using Shelves
- Rate and review

**First time users:**  
Create your own log in username! Enter your library card and PIN to get started.

- [More information about creating your own username](#)
- [Get a Library card](#)

**More Help**

- [Forgot my PIN](#)
- [Login help](#)
- Call 713-274-6699 or [contact us](#)

2. If you have previously logged in on the website and completed the registration process, then you are now logged in to your account.
  - a. When you are logged in, the dark blue button in the top right corner will change to show your chosen username.
3. If this is your first time logging in on the website, then you will be guided through a short registration process. We'll cover that next!

# Registration: First Time Logging In

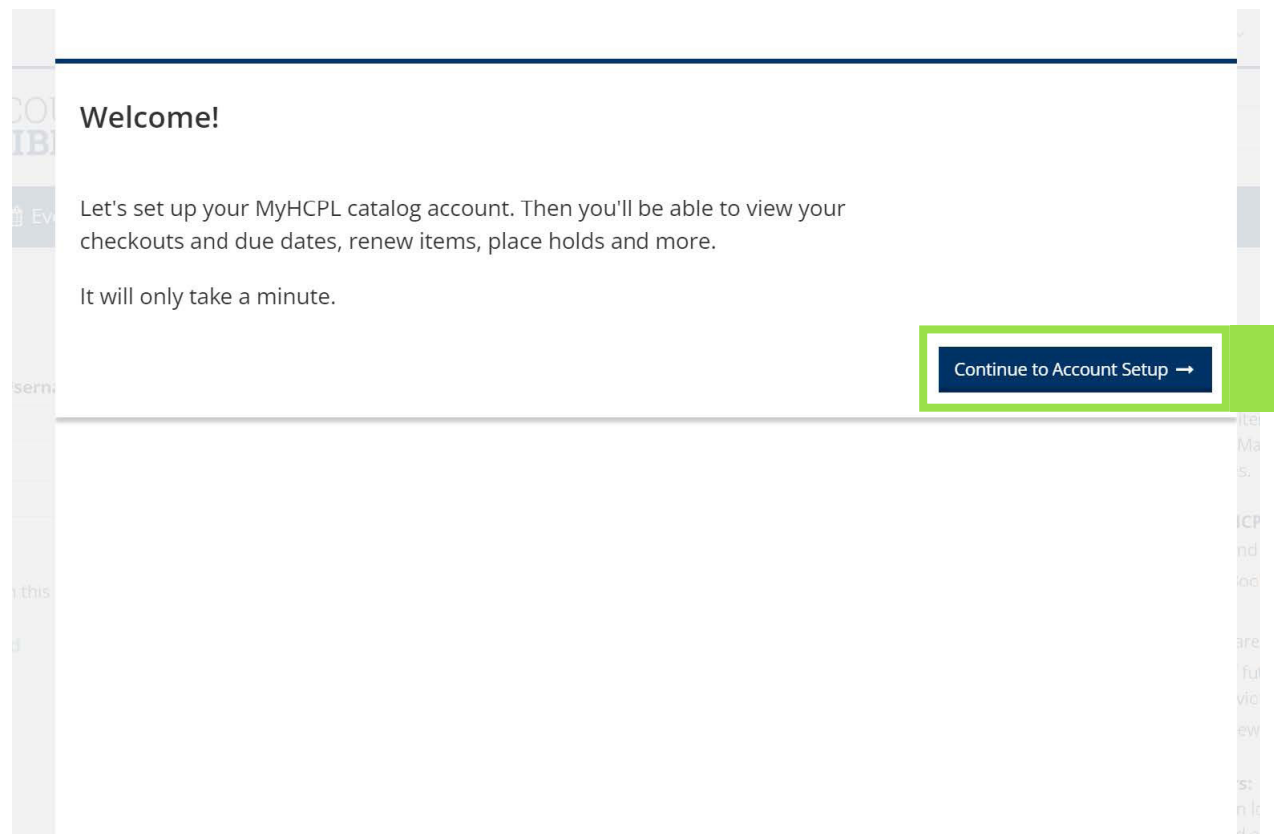
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## What is the registration process?

The first time you log in to your account on the website, you will be guided through a short registration process. This process asks you to verify the information we have saved in your library account, and it prompts you to create a username for the website.

## Registering:

1. When you log in for the first time on the website you will see the screen below. Click the dark blue **“Continue to Account Setup”** button to proceed.



## Registering: Verify Your Information

The first registration screen asks you to verify the name, email, and birthdate we have on file for your library account.

If we don't have your email address and/or birthdate saved in your library account, then those fields may be empty. If they are empty, then you can choose to enter the information. Your email and birthdate are not required, but we encourage you to provide them.

1. After verifying your information, click the dark blue **"Continue"** button to proceed.

**1** **2**

### My Account Setup

Verify your information  
The library has the following information on file for this card.

First Name	Last Name
JOHN A	SMITH

Email Address

email@example.com

Date of Birth

month ▼

year ▼

[See any incorrect information?](#)

**Continue →**

**Informational Box 1:** You will receive reminders about your borrowing activity. The Library and its partners will not send unsolicited email using the information provided here. [More](#)

**Informational Box 2:** Your birth date is used to determine if you are a minor. It is never made public. To get full access to all of our services, provide your birth month and year.

## Registering: Creating Your Username

The second registration page asks you to create a username. Creating a username is required. You can use this username or your library card number to log in to your account in the future.

### Creating a Username for Adults:

If you provided your birthdate and you are over 13 years of age, you can type in the username of your choice.

1. Type your chosen username in the **“Create a Username”** field.
  - a. If someone else already has that username, it will let you know. You can enter a different username or use one of their suggestions.

The screenshot shows a web interface for 'My Account Setup'. At the top, there are two numbered steps: '1' in a light blue circle and '2' in a dark blue circle. Below this, the heading 'My Account Setup' is followed by the instruction 'Create a username to complete your account setup' and a note 'All fields are required'. The 'Create a Username' section is highlighted with a green border and contains a text input field with the value 'reading\_is\_neat'. To the right of this field is an information box with an 'i' icon, stating: 'Usernames can contain letters, numbers and underscores. You can use your username to sign in and to make community contributions. [More](#)'. Below the username field is the 'Terms and Conditions' section, which includes a checkbox labeled 'I accept the following terms:' and a link to 'BiblioCommons Terms of Use'. At the bottom left is a link '← Back to previous step' and at the bottom right is a dark blue button labeled 'Complete Account Setup'.

2. Click the box to accept the Terms and Conditions.

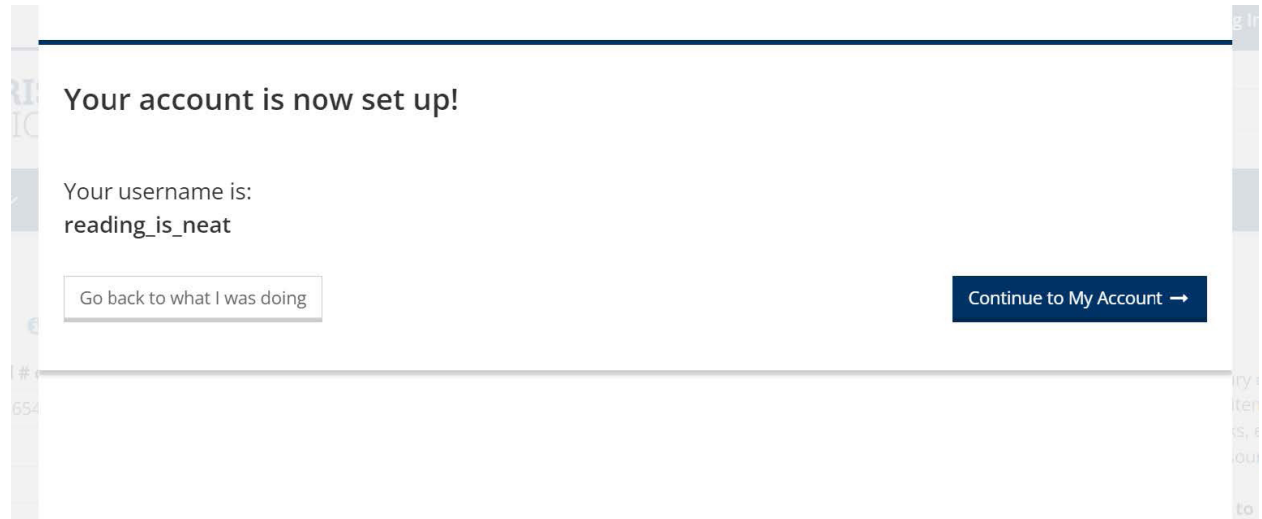
The screenshot shows the 'My Account Setup' page. At the top, there are two numbered steps: 1 and 2, with step 2 being the active one. The title 'My Account Setup' is followed by the instruction 'Create a username to complete your account setup' and a note 'All fields are required'. Below this, there are two sections: 'Create a Username' and 'Terms and Conditions'. The 'Create a Username' section has a text input field containing 'reading\_is\_neat'. To the right of this field is a blue information box stating: 'Usernames can contain letters, numbers and underscores. You can use your username to sign in and to make community contributions. More [link]'. The 'Terms and Conditions' section has a checkbox labeled 'I accept the following terms:' which is currently unchecked. Below the checkbox is a link 'BiblioCommons Terms of Use [link]'. At the bottom of the page, there are two buttons: 'Back to previous step' and 'Complete Account Setup'.

3. Click the dark blue “Complete Account Setup” to finish.

This screenshot is identical to the one above, showing the 'My Account Setup' page. However, in this version, the 'Complete Account Setup' button at the bottom right is highlighted with a green box, indicating the final step to complete the account setup.



4. After you finish registering your account, you will receive the confirmation screen below.
  - a. You can use the “**Go back to what I was doing**” option on the left to return to browsing the website. Clicking the dark blue “**Continue to My Account**” will direct you to confirm some account settings.



## Creating a Username for Minors:

If you are younger than 13 years old or chose not to provide your birthdate, then you can generate a username using a color + animal combination of your choice.

1. Use the two dropdown menus to select a color and an animal.

1 2

### My Account Setup

Create a username to complete your account setup

All fields are required

#### Choose a Username

Because you didn't provide a date of birth, we assume you're a minor.

Info: Usernames are generated based on your selections. You can use your username to sign in and to make community contributions. [More](#)

Pick a Color ▼

Pick an Animal ▼

My username preview:  
picked color\_picked animal\_#

#### Terms and Conditions


☐ I accept the following terms:  
[BiblioCommons Terms of Use](#)

[← Back to previous step](#) [Complete Account Setup](#)


2. After you select your color and animal, it will generate your username.

The screenshot shows a web form titled "My Account Setup" with a progress indicator showing step 2 of 2. The main heading is "My Account Setup" followed by the instruction "Create a username to complete your account setup" and a note "All fields are required".

Under the "Choose a Username" section, there is a message: "Because you didn't provide a date of birth, we assume you're a minor." Below this are two dropdown menus. The first dropdown is labeled "ruby" and the second is labeled "rhino".

To the right of these dropdowns is an information box with an 'i' icon: "Usernames are generated based on your selections. You can use your username to sign in and to make community contributions. [More](#) 

Below the dropdowns, a green box highlights the text: "My username preview: ruby\_rhino\_4".

Under the "Terms and Conditions" section, there is a checkbox labeled "I accept the following terms:" followed by a link: "[BiblioCommons Terms of Use](#) 

At the bottom left, there is a link: "[← Back to previous step](#)". At the bottom right, there is a dark blue button labeled "Complete Account Setup".

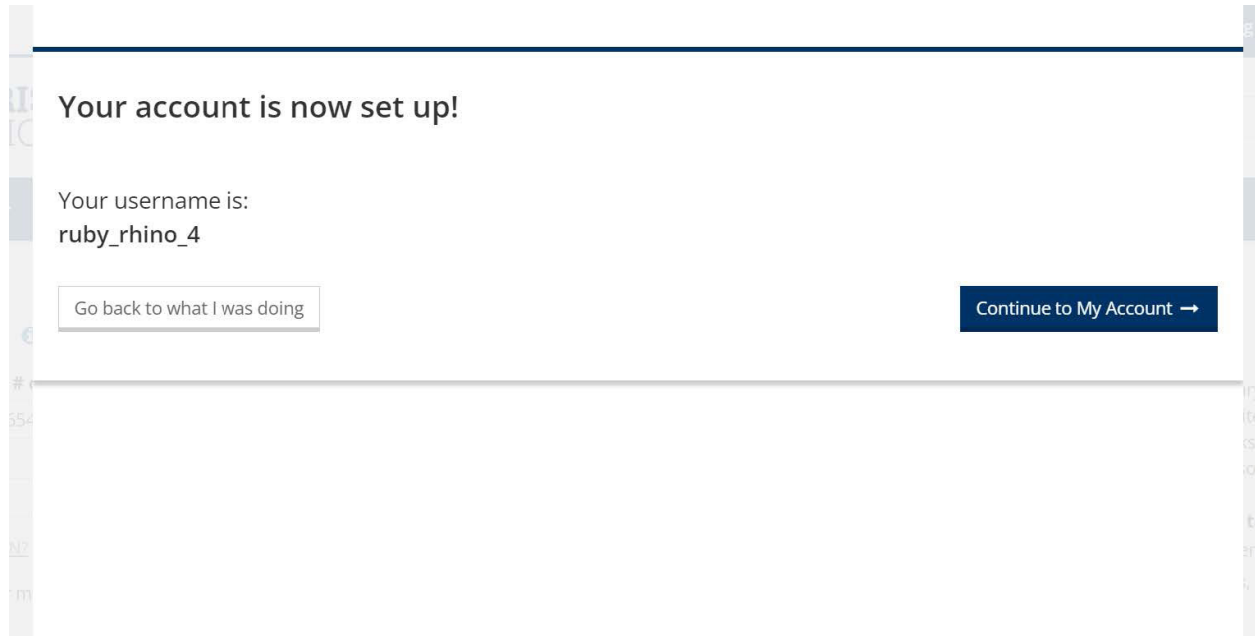
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The screenshot shows the 'My Account Setup' page. At the top, there are two numbered steps: 1 and 2, with step 2 being the active one. The page title is 'My Account Setup'. Below it, the text says 'Create a username to complete your account setup' and 'All fields are required'. The 'Choose a Username' section has two dropdown menus with 'ruby' and 'rhino' selected. A preview shows 'My username preview: ruby\_rhino\_4'. The 'Terms and Conditions' section is highlighted with a green box, showing an unchecked checkbox and the text 'I accept the following terms:'. Below this is a link to 'BiblioCommons Terms of Use'. At the bottom, there is a 'Back to previous step' link and a 'Complete Account Setup' button.

4. Click the dark blue “Complete Account Setup” button to finish.

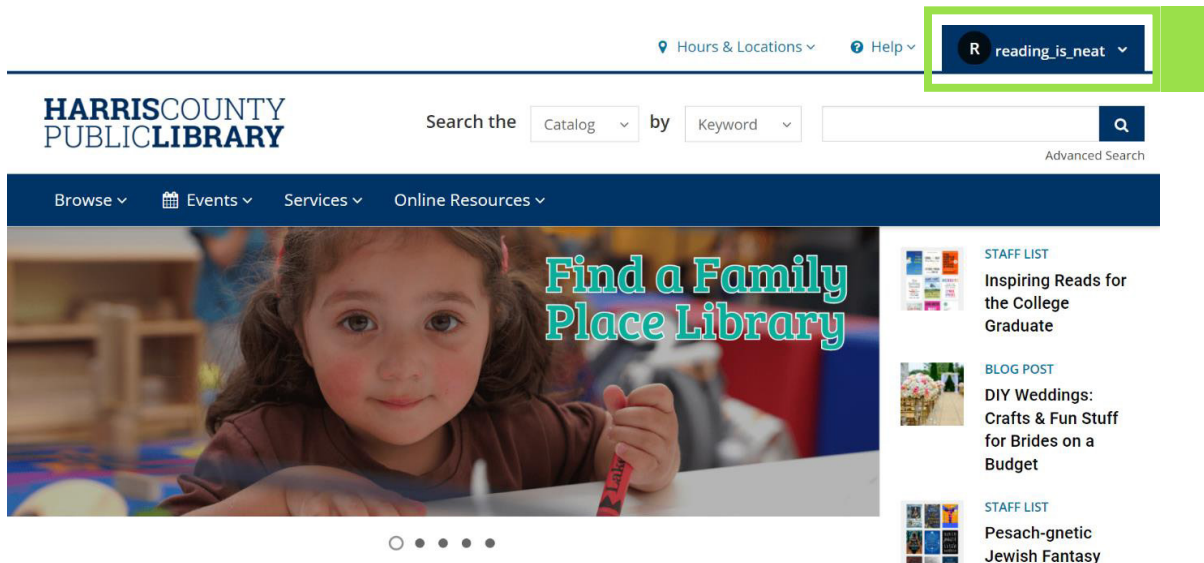
This screenshot is identical to the one above, showing the 'My Account Setup' page. The 'Terms and Conditions' section is still highlighted with a green box. In this version, the 'Complete Account Setup' button at the bottom right is also highlighted with a green box, indicating the final step to complete the account setup.

5. After you finish registering your account, you will receive the confirmation screen below.
  - a. You can use the **“Go back to what I was doing”** option on the left to return to browsing the website. Clicking the dark blue **“Continue to My Account”** will direct you to confirm some account settings.



# Logging Out of Your Account

1. To log out of your account, click the dark blue button in the top right corner (it should show your username).



2. Click the gray “Log Out” button at the top of the dropdown menu.

