User Guide for Self-Renewal Book

Login to KOHA Opac
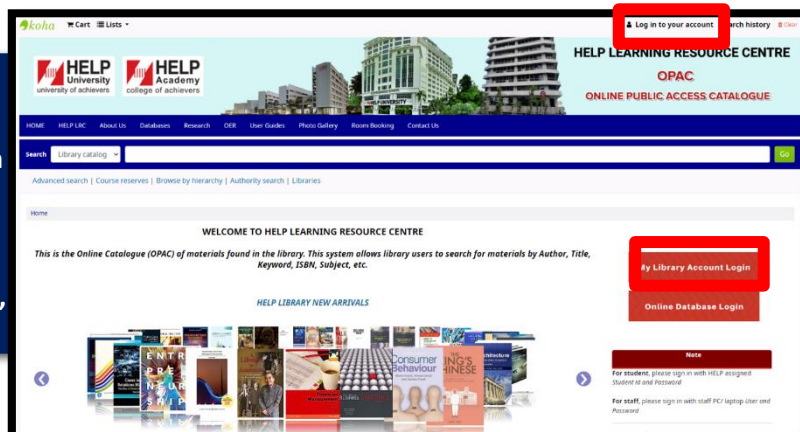
STEP 1 :

Scan QR Code or go to KOHA URL :
https://koha.help.edu.my/

STEP 2 :

Click on **'Login to your account'** or **'My Library Account Login'**

STEP 3 :

Click on **'click here to login'**

Log in to your account

Microsoft login

If you have a Microsoft account, please **click here to login**

STEP 4 :

Enter your Helplive email and click **'Next'**

Sign in

B1234567@helplive.edu.my

Can't access your account?

Next

STEP 5 :

Enter your password, the same as your Helplive Email account. Then click **'Sign in'**

← atikahnadzirah.mb@help.edu.my

Enter password

••••••••

Forgot my password

Sign in

STEP 6 :

Click **'Yes'** to stay signed in while you want to use KOHA Opac. If you click **'No'** you need to login every time you open KOHA Opac.

atikahnadzirah.mb@help.edu.my

Stay signed in?

Do this to reduce the number of times you are asked to sign in.
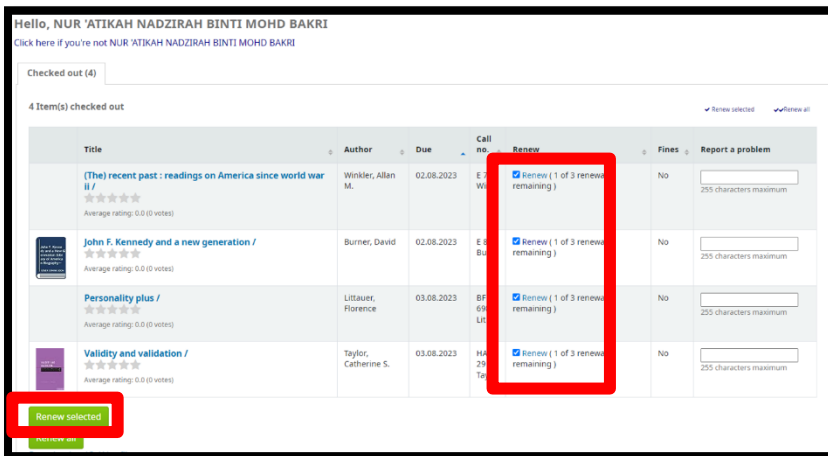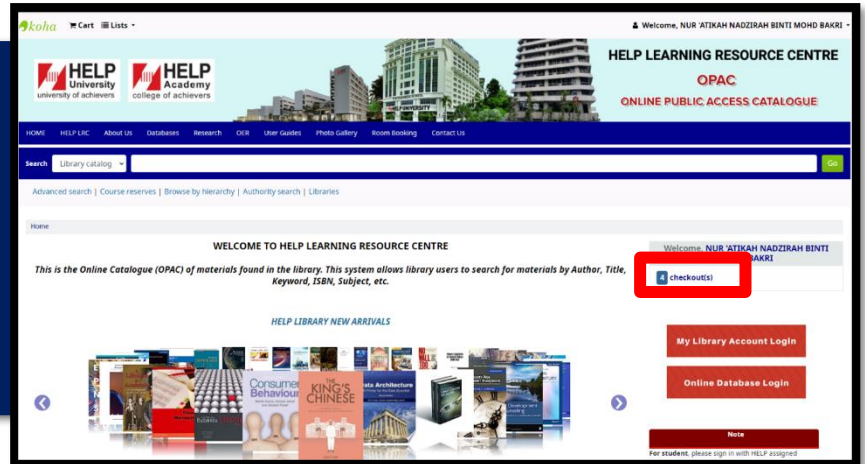
☐ Don't show this again

No   Yes
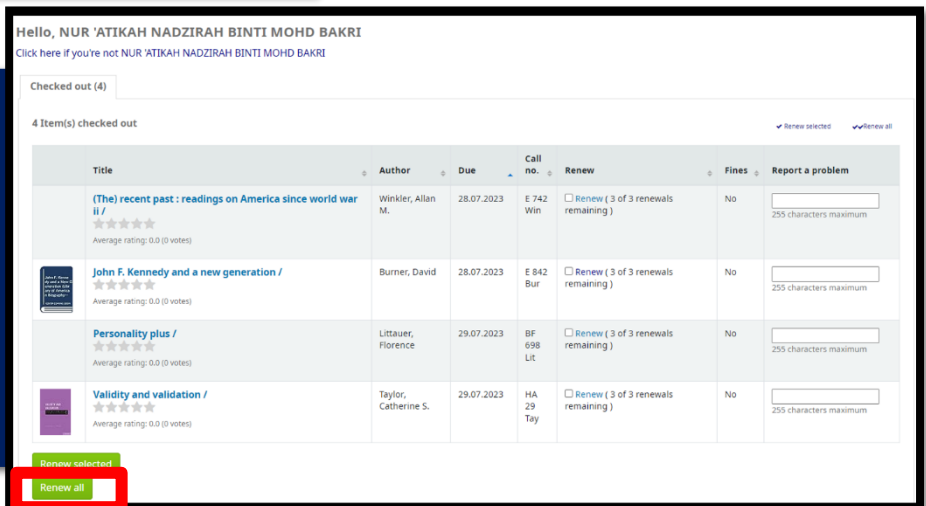
Self-Renew in KOHA Opac

STEP 7 :

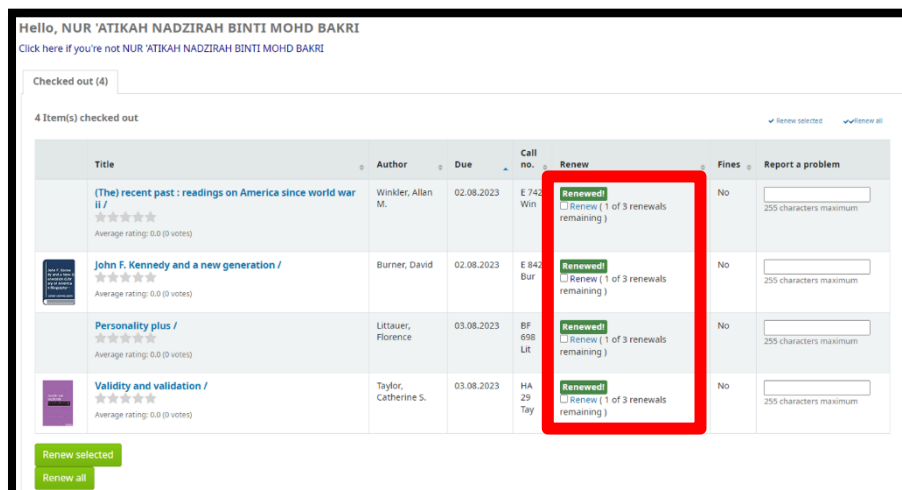Click on **'checkout(s)'** to see the details of the book that you have borrowed.

STEP 8 :

Tick on the book that you want to renew and click on **'Renew selected'**.

STEP 9 :

Or you can click on **'Renew all'**. Therefore, all books that you borrowed will be renewed at once.

STEP 10 :

Now, your books have been successfully renewed. Please jot down the new due date to avoid late return.

NOTE: A book can only be renewed three times, and books that are overdue cannot be renewed.