HOW A COURTESY CARD USER CAN CREATE OR RESET
A PERSONAL WORLDCAT PASSWORD

Note this applies to registered Courtesy Card users, not to DTS students. As a Courtesy Card user, you may wish to access your personal WorldCat account to renew books, view due dates, or view fines. That requires a password. You don't need to password to search WorldCat or to borrow books.

1. To create a password, go to https://dts.on.worldcat.org/ and pick the "Sign In" option (upper right).
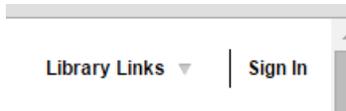
2. The Sign In screen will appear. Click the "Set/reset password" link beneath the "Sign In" button.

3. When prompted, supply your barcode and click "Request new password." Note there should be no spaces in the barcode number.

4. **An automated message will be sent to the email address in your library record**. The message usually arrives within a couple of minutes.[1] It is sent by "DoNotReply@oclc.org" with the subject line "Request to manage library password. " The message contains a link that will let you securely set or reset your password. (Note: The link will expire in 24 hrs.) Click the link.

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[1] If you do not receive the message, ask library staff to verify or change the email address in your record. Contact library@dts.edu or 214-887-5280 for help.

5. The "Change Password" screen will appear. For User Name enter your barcode. Enter a new password of your choosing as per instructions on the screen.

Change Password

Your password will be case-sensitive, and must be six characters or more, with at least one non-alphabetic character. The characters semicolon (;), colon (:), apostrophe ('), and period (.) are not allowed.

User Name

New Password

Confirm New Password

Change Password

6. If you misplace or forget your password, it can be reset by repeating these steps.