



## Create Your Dual Enrollment Library Account

Point your Internet browser to the Criss Library website at [library.unomaha.edu](http://library.unomaha.edu) and click the account login link in the upper right corner of the homepage:

A screenshot of the Criss Library homepage. At the top, there are navigation tabs for 'Books & More', 'Databases', 'eJournals', and 'Digital Commons'. Below these is a search section titled 'MY LIBRARY ACCOUNT LOGIN' with a red arrow pointing to it. The search section includes a search bar, a 'Go' button, and a dropdown menu for 'Limit results to:' set to 'University of Nebraska Omaha'. There are also links for 'Advanced Search' and 'Search with WorldCat®'.

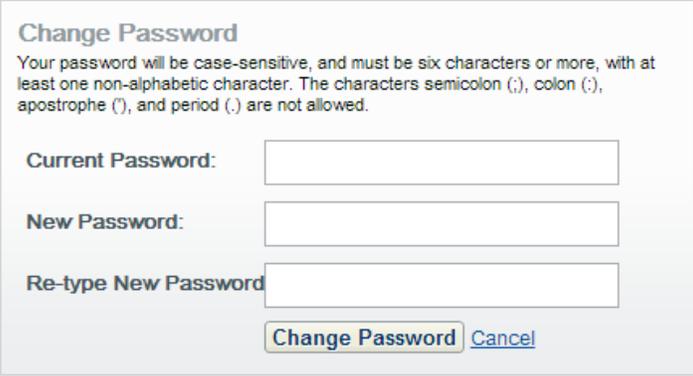
A login screen will appear. Click the link to [set/reset](#) your library account password.

A screenshot of the library login screen. It has a 'Sign in' heading and two input fields: 'NU ID Number:' and 'Password:'. Below the fields are 'Sign In' and 'Cancel' buttons. A link for 'Set/reset password' is circled in red.

When prompted for your NU ID number, you will use the 8-digit number given to you PLUS "de" at the end: **12345678de**. If you do not know your NU ID, contact Dual Enrollment at (402) 554-3810 or [unodualenroll@unomaha.edu](mailto:unodualenroll@unomaha.edu). Then add "de" at the end of the number.

A screenshot of the password reset form. It contains the following text: 'To reset your password, enter your NU ID Number below. An email message will be sent to the email account listed in your Library patron record which will contain a new password. Once your password is reset, your current password will no longer be accepte'. Below this is an input field for 'NU ID Number:' containing the text '12345678de'. At the bottom is a button labeled 'Request new password'.

An email will be sent to the account you registered with Dual Enrollment. Once you open the email, click the provided link to choose your password. **The username for your library account will be your NU ID number and “de” on the end.**



**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.

**Current Password:**

**New Password:**

**Re-type New Password:**

[Cancel](#)

And you're done! If you need help with your library account, call Patron Services at (402) 554-3206.