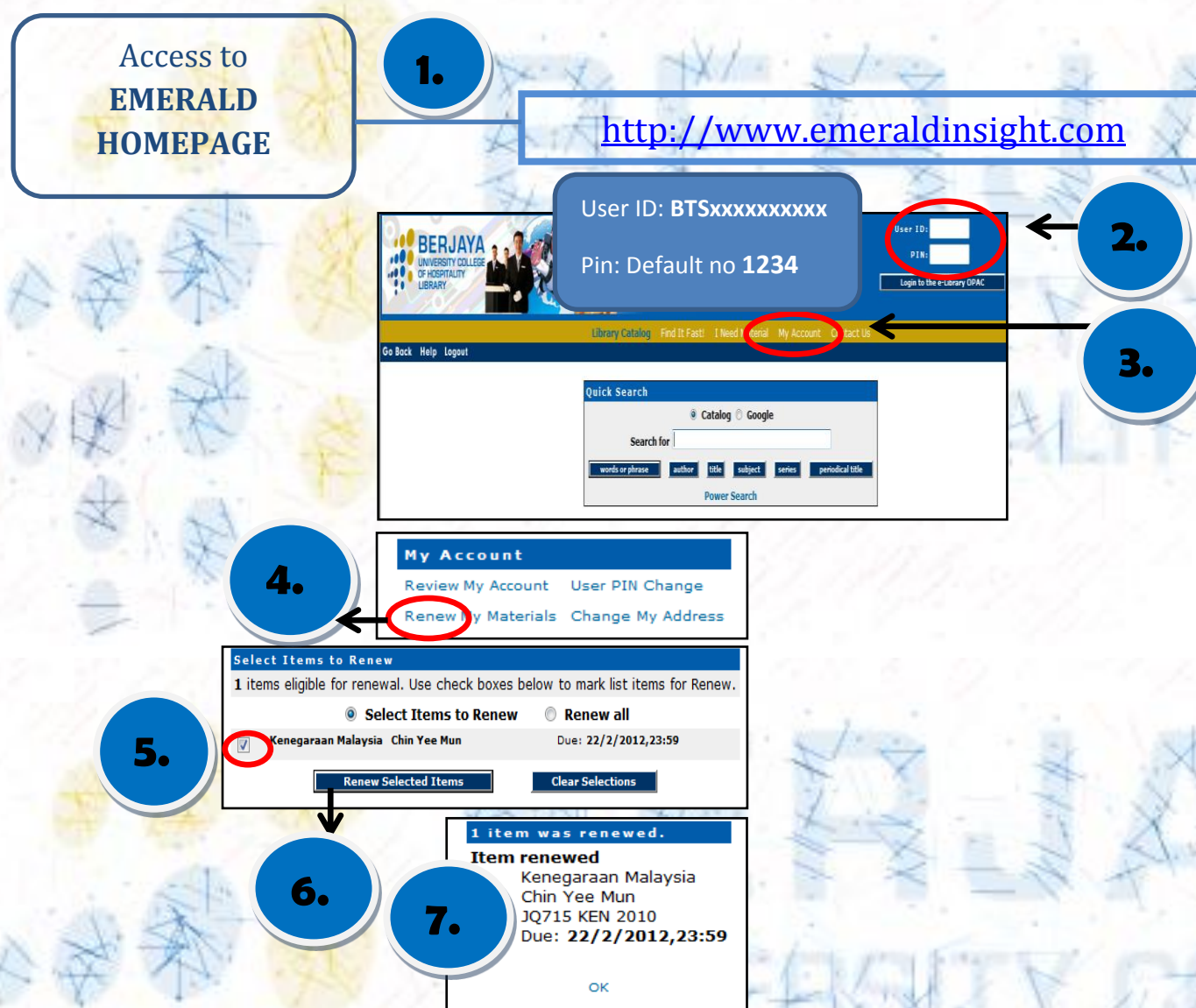


LEARNING RESOURCE CENTRE

Online Renewal



1. Access to homepage at <http://202.46.118.198/uhtbin/cgisirsi.exe/x/0/0/49>
2. Key in **USER ID** & **PIN**.
3. Click on **My Account**.
4. Click on **RENEW My Materials**.
5. Select item to be renewed.
6. Click on **Renew Selected Items**.
7. Verify that renewal is successful (items reserved by others or renewed 2 TIMES already cannot be renewed)

LEARNING RESOURCE CENTRE

Online Reservation

1. Copies have been borrowed.
2. Click on **DETAILS**.
3. Click **PLACE HOLD** to reserve item.
4. Key in **USER ID** and **PIN**.
5. Click on **"PLACE HOLD"**.
6. Verify that Hold had been placed & **SUCCESS!!**.

