

How to Receive Email and Text Item Notifications from LCPL

1: Log in using your barcode and PIN at www.lcplin.org/login

2: Click Contact Information and Preferences

The screenshot shows the user account interface. At the top, there are navigation links: Start Over, Search, My Account, and Help. On the left, a sidebar menu includes My Account, My Record, Items Out, Requests, Fines & Fees, Reading History (269), Saved Searches (1), and Log Out. The main content area displays user details such as Name, Barcode, Registered at, Patron code, Date of original registration, Expiration date, and Last activity date. Below this, there is a Messages section with a 'No messages' button. The 'Contact Information and Preferences' link is highlighted with a green arrow, and the 'Change PIN' link is also visible.

3: Scroll down to Contact Information and enter your email address. If you would like text messages as well, enter a phone number too. The phone number should be 10 digits.

The screenshot shows the 'Contact information' form. It includes input fields for Email address, Alt. E-mail Address, Phone 1, Phone 2, and Phone 3. Green arrows point to the Email address, Alt. E-mail Address, Phone 1, and Phone 2 fields. Below the form, there is a 'Preferences:' section.

4: In the next section, Preferences, set your preference to Email Address. If you would also like text messages, set “Phone number for TXT messages” to Phone 1. Be sure to specify your carrier!

Preferences:

My preference for receiving library notices
Email Address

Phone number for TXT messages
Phone 1

E-receipts:
Email

Send e-mail notices in:

Basic, plain text

Full, HTML format

Carrier
AT&T

Maintain reading history

[Submit Change Request](#)

5: Click Submit Change Request to save your preferences.

Preferences:

My preference for receiving library notices
Email Address

Phone number for TXT messages
Phone 1

E-receipts:
Email

Carrier
AT&T

Maintain reading history

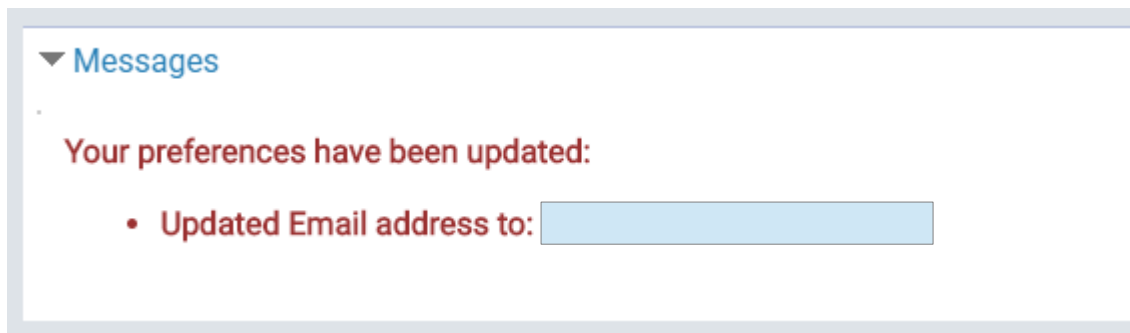
Send e-mail notices in:

Basic, plain text

Full, HTML format

[Submit Change Request](#)

6: You'll receive a success message showing that your notifications have been updated!



If you have any trouble updating your notification preferences, feel free to send us an Ask a Librarian form at www.lcplln.org/ask or use our callback service (219-769-3541 ext. 4) to request help over the phone.