

# Update Your Info



Make sure we have your current contact information by updating your personal details

## Changing Your Personal Details

**Note:** Any changes to your address need to be verified in person

1. Log in to your library account.
2. Under [your account menu](#), click [your personal details](#).
3. Update anything that has changed.
4. Click [Submit update request](#). **Note:** Changes must be approved by library staff before you will see them reflected in your account.

<a href="#">your account menu</a>	<b>Library</b>
<a href="#">your summary</a>	Library card number: 24518000 ...
<a href="#">your fines</a>	Expiration date: 09/30/2018
<b><a href="#">your personal details</a></b>	Home library: <input type="text" value="Portsmouth Public Library"/>
<a href="#">change your password</a>	Category: Library Staff
<a href="#">your search history</a>	<b>Identity</b>
<a href="#">your reading history</a>	Salutation: <input type="text"/>
<a href="#">your privacy</a>	Surname: <input type="text" value="Tech"/> Required
<a href="#">your messaging</a>	First name: <input type="text" value="Joe"/> Required
<a href="#">your lists</a>	