How to log in to UTS Library
and
How to Check Email Address
(Version 1.0, 21/07/2021)

What is this guide for?

UTS has recently updated the authentication method to log in to UTS library, this guide will detail the following:

- How to log in to UTS library?
- How to check email address in full name format?

Who is this guide for?

This guide is for all UTS College students.

How to log in to UTS Library?

This section details, how to log in to UTS library.

Prerequisites to log in to UTS Library

- You must know your correct email address in the format of: firstname.lastname@student.uts.edu.au.

  [NOTE] Due to duplicate names, some students will have "-1" at the end of their email addresses. Therefore, if you are not sure about your exact email address in the format of firstname.lastname@student.uts.edu.au, please follow the steps mentioned in How to check email address in full name format.

Procedure

1. Go to https://www.lib.uts.edu.au/.

2. Click the **My Library** button at the top right corner.

3. Enter your firstname.lastname@student.uts.edu.au email in the username field, and type in your UTS Email password.

UTS College

Library
Single Sign On

Fristname.Lastname@student. **?**

Password

Login

☐ Keep me logged in   Help

By signing in, you are agreeing to the policies and guidelines.

4. You should be able to log in now – if it is still prompting the error saying "incorrect password", please follow the below steps to check on whether your email address is correct.

How to check my actual email address in "firstname.lastname" format?

Because of duplicate names, you may have a "-1" at the end of your email in full name format, here is how to check your actual email address. How to check this is detailed in this section.

Pre-requisite to check email

You must have your Student Number and Password ready.

Procedure

1. Go to https://email.itd.uts.edu.au/webapps/myaccount/usercp/ and log in with your **student number** and **UTS Email Password**.

UTS: MyAccount

You are not logged in.
If you already have a UTS Access Account, please enter your username and password here.
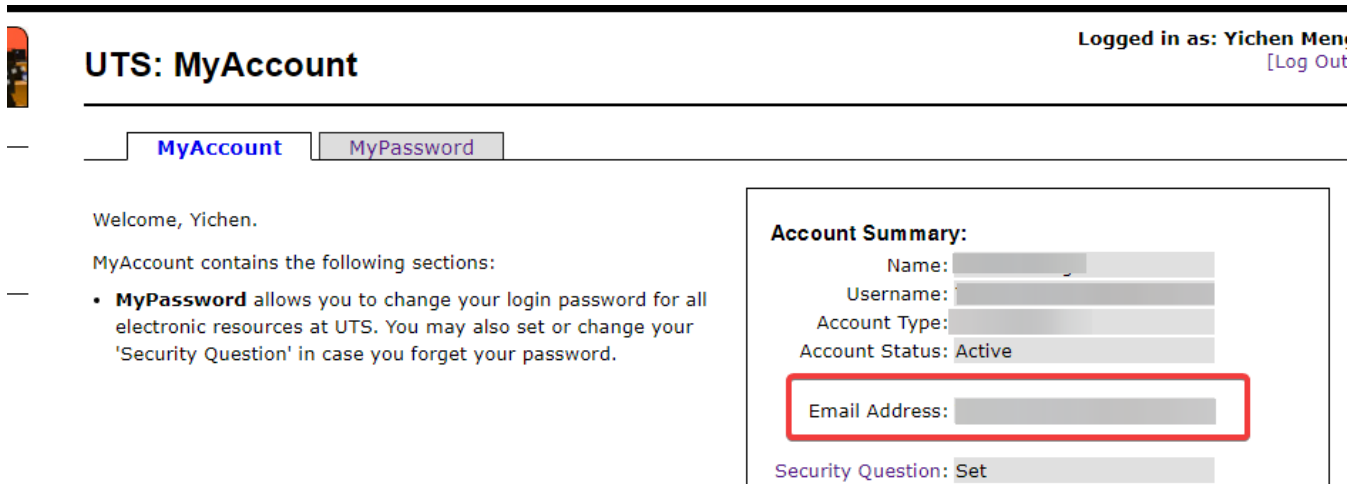
Username: [_____]

Password: [_____]

The use of this service is governed by UTS IT Policies.
By continuing, you agree to abide by these policies.

[Login]

2. After you log in, the email address showing in the **Email Address** field in the right is your actual email address.

UTS: MyAccount

MyAccount | MyPassword

Welcome, Yichen.

MyAccount contains the following sections:

- **MyPassword** allows you to change your login password for all electronic resources at UTS. You may also set or change your 'Security Question' in case you forget your password.

Account Summary:

Name:
Username:
Account Type:
Account Status: Active

Email Address:

Security Question: Set

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