



NEW (and Easier) ACCESS TO MEMBERS ONLY



The Cleveland Law Library took a major step on Wednesday, March 29th to make it easier for our members to sign into the *Members Only* page:

<https://clevelandlawlibrary.org/Public/Misc/narrative.html>.

This change also provides much more security for our members' accounts and the Law Library's website.

As a reminder, the *Members Only* page provides remote access to:

- Fastcase: Federal and state cases, codes, regulations, court rules & eBooks on over 25 topics
- Gale Legal Forms (for Ohio): Thousands of Ohio-specific and national legal forms spanning a variety of common concerns
- VitalLaw (fka CCH): Libraries containing resources related to tax law, business and finance, health and human resources, labor and employment, pensions, safety/OSHA, environmental compliance, and much more
- LegalTrac: Index of over 1,500 major law reviews, newspapers, specialty publications, bar association journals and international legal journals, including many titles in full text

Members now need to sign into the *Members Only* page using their full, 13-digit card/account number without the letter A in front, and their PIN.

USER ID: Ex.-1000000000000

PIN: The PIN default is the last 4 digits of the daytime phone number associated with a member's card/account, or the phrase CHANGEME.

For traditional users of the *Members Only* page, this means that they will no longer be able to use their existing User ID's and 5 digit passwords.

Members who are not sure what their card/account numbers are or what phone numbers are tied to their accounts should contact Law Library staff @ 216-861-5070 or lawlib@clelaw.lib.oh.us. Law Library staff cannot see what PIN is tied to a card/account, but they can help reset PINs for members.

Once Members are all set up, they can change their PIN numbers by following these steps:

- Go to the Law Library catalog at this link: https://search.clevnet.org/client/en_US/cll#
- Click "My Account" at the top of the page.
- Enter card/account number and PIN, and then click Log In.
- Click on Personal Information.
- Scroll down to the bottom of the page, and click Change PIN/Password.
- Enter current PIN once and a new PIN twice. Then click Update.

The Law Library highly recommends that all Members change their PIN numbers to something more complex than the defaults.

Members with current accounts should have no trouble signing in using this new process. However, anyone who needs help should contact the Law Library's Network Librarian, Eric Hess, for assistance @ 216-861-5070 or ehess@clelaw.lib.oh.us.

Web Site: clevelandlawlibrary.org
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