Placing a Hold Online

Step 1

From the Fordham University Libraries Homepage (www.library.fordham.edu), select “Library” from the “My Accounts” dropdown menu.

Step 2

First time users click on the “User PIN Change” button. Enter your Student ID Number (DO NOT ENTER THE LETTER “A,” USE ONLY THE NUMBER) and the PIN “changeme”. Then enter the 4-digit number you wish to use as your PIN.

Once you have a PIN number, login and then click on the “Review My Account” button. Enter your User ID Number (Student ID Number without the “A”) and PIN to log-in to your personal library account.
Step 3

Once you login, you will be routed to the library catalog. Enter in your search terms and you will see the “Place Hold” option listed above the Book Cover Image in the results page.

Click the “Place Hold” button for an item you wish to place a hold on and select your desired pick-up campus.