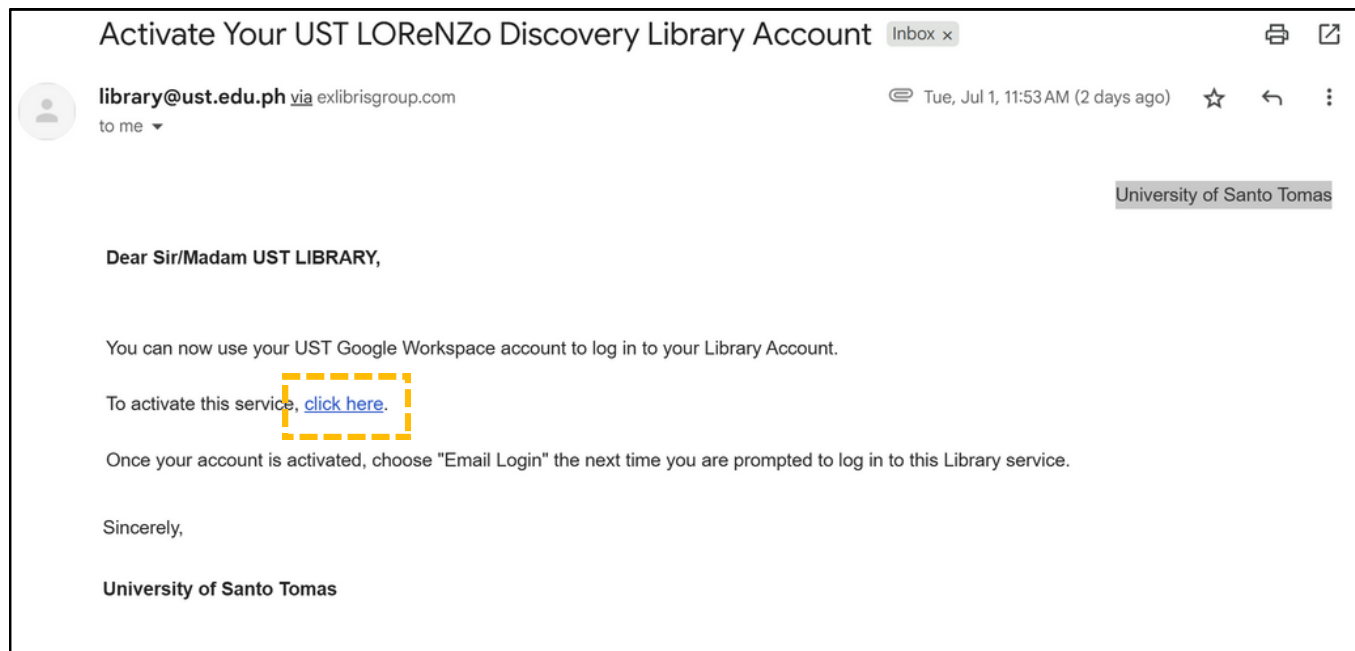
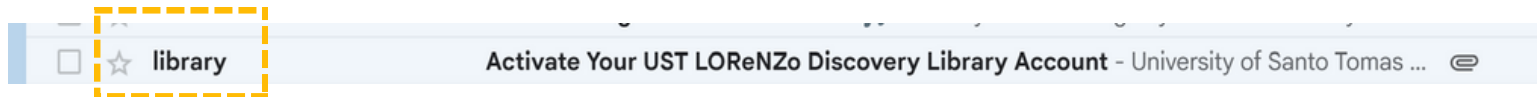
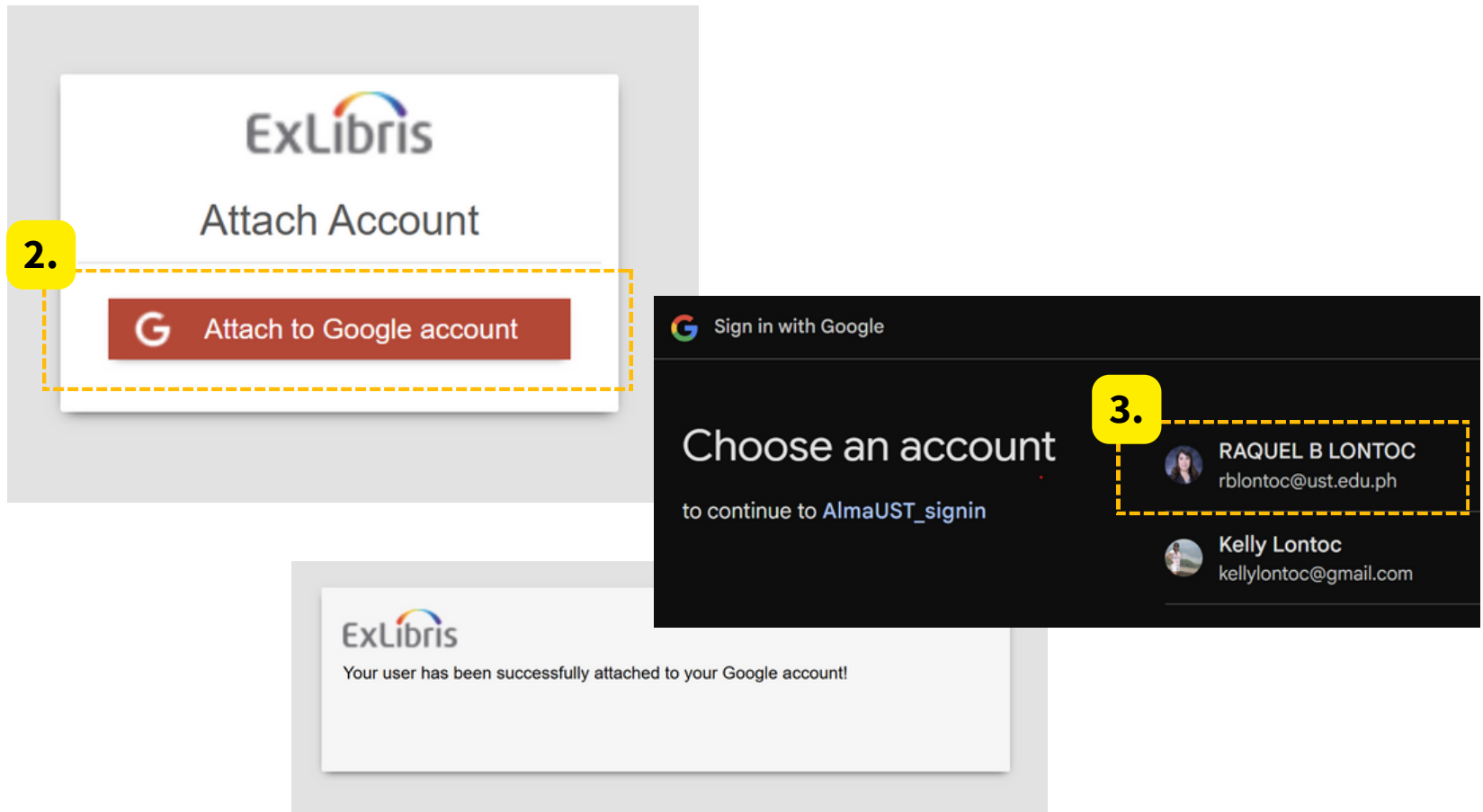


How do I **ACTIVATE** my Library Account?

1. To activate your Library Account, please sign in through our institution's authentication system using the **invitation link** sent to your UST Google Workspace email (UST email) by the "**Library**." This is a **one-time process** required for accessing your account.



2. After clicking the link, select '**Attach to Google account**' to link your account to the system.
3. Proceed by entering your UST Google Workspace account (UST email). If you're already logged in, simply choose your **UST email** from the list — you'll be automatically signed in to your Library Account.

The image shows three overlapping screenshots of the ExLibris account attachment process. The top-left screenshot shows the 'Attach Account' page with a red button labeled 'Attach to Google account' highlighted by a yellow dashed box and a yellow circle with the number '2.'. The top-right screenshot shows the 'Sign in with Google' page with a list of accounts. The account 'RAQUEL B LONTOC' with email 'rblontoc@ust.edu.ph' is highlighted by a yellow dashed box and a yellow circle with the number '3.'. The bottom screenshot shows a confirmation message: 'Your user has been successfully attached to your Google account!'.

ExLibris
Attach Account

2. Attach to Google account

Sign in with Google

Choose an account
to continue to AlmaUST_signin

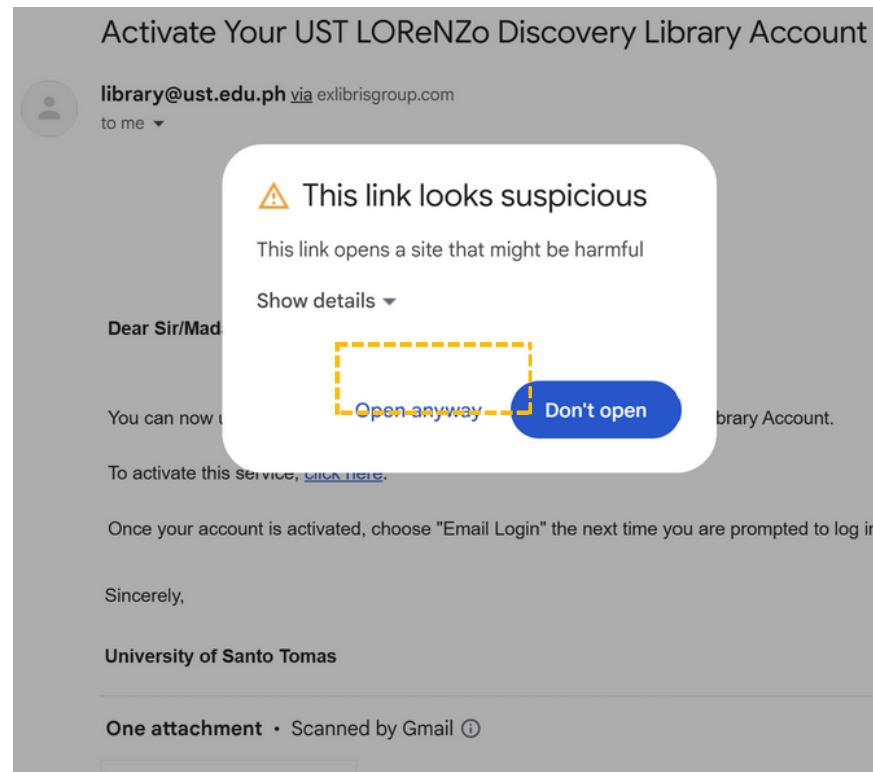
3. RAQUEL B LONTOC
rblontoc@ust.edu.ph

Kelly Lontoc
kellylontoc@gmail.com

ExLibris
Your user has been successfully attached to your Google account!

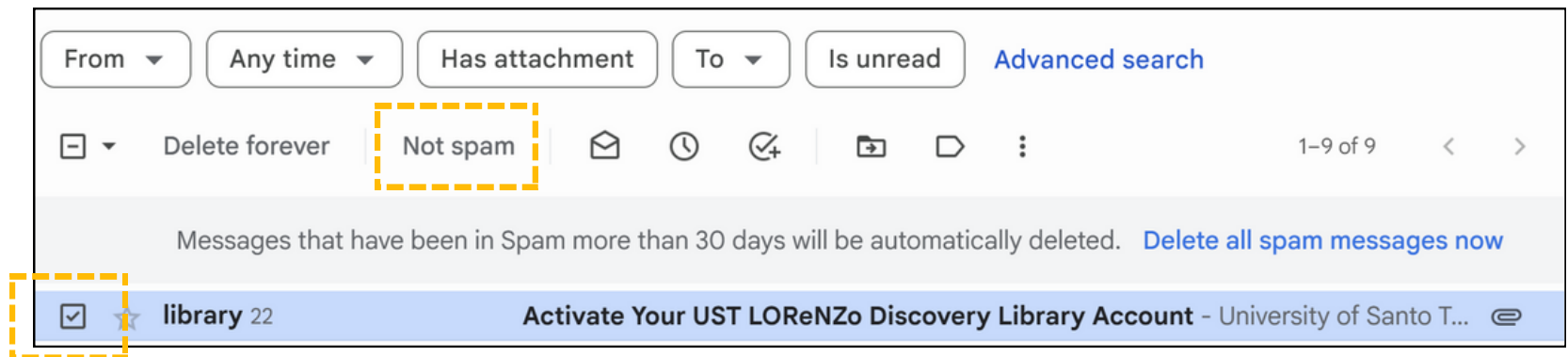
Q: Is the activation link safe?

During the account activation process, you might be prompted with a warning message when clicking the link. If this occurs, proceed by selecting “**Open anyway.**” Rest assured, the link directs you to a secure and trusted site.



Q: What should I do if I didn't receive the Library Account activation invitation?

1. First, check your **Spam folder**. If you find the invitation there, follow these steps:
 - a. Mark the email as Not Spam by checking the box next to the sender's name and clicking "**Not spam**."
 - b. Go back to your Inbox and open the email.
 - c. Follow the instructions provided to activate your Library Account.



Q: What should I do if I didn't receive the Library Account activation invitation?

2. If no email has been received, fill out the **Library Account Form** to request the activation invite. The form is accessible on the Library website under Online Forms.

<https://bit.ly/USTLibAccountForm>



UST Miguel de Benavides Library
Account Form

rblontoc@ust.edu.ph [Switch account](#) Draft saved

Your email will be recorded when you submit this form

* Indicates required question

Request *

☒ Activate my Library Account

☐ Correction of Personal Information (Last Name, First Name, Contact Number)

Back Next Clear form

*Wait for the General Circulation Section to send you an activation link.
Kindly allow 1–2 working days for the processing of your request.