

Logging on to Library Databases

When off campus, students and staff need to log in to access library resources. This has recently changed and the login credentials are now the same as your NSU credentials.

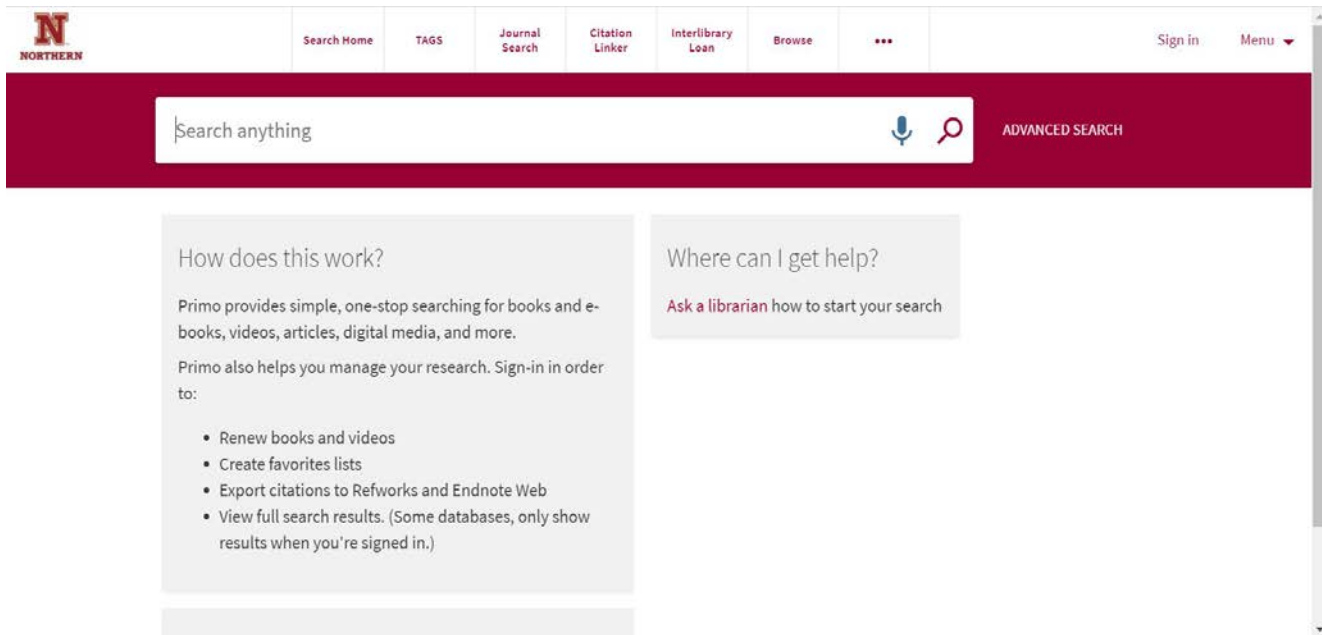
When accessing a library database, you will be asked to log in. You should see this screen:

A screenshot of the Williams Library Home page. The page has a dark red background. At the top left is the Northern State University logo (a red 'N' with 'NORTHERN STATE UNIVERSITY' below it). To its right is the text "WILLIAMS LIBRARY HOME". The main content area is divided into several sections. On the left is a yellow "Sign In" box with fields for "Username" (containing "lynn.klundt@northern.edu") and "Password" (containing "*****"), and a "Submit" button. To the right is a dark grey "Access" box with text: "Off-campus access to this electronic resource is limited to faculty, staff, and registered students of Northern State University as specified by the licensing agreement." Below these is a yellow "Accessing Electronic Resources Off Campus" box with the instruction: "Enter in your email account and password, then click 'Submit' to access the electronic resource via the library's proxy server." Below that is a yellow "General Help" box with the text: "If you have problems accessing electronic resources from off campus you can:" followed by a numbered list: 1. contact the reference desk by calling (605) 626-3018; 2. IM us using the chat box at right (the green light indicates someone is online to take your message); 3. or send an [email](#); 4. to reset your password please go [here](#). At the bottom right of the page is a dark red button with white text: "Questions? Click to ask a librarian!"

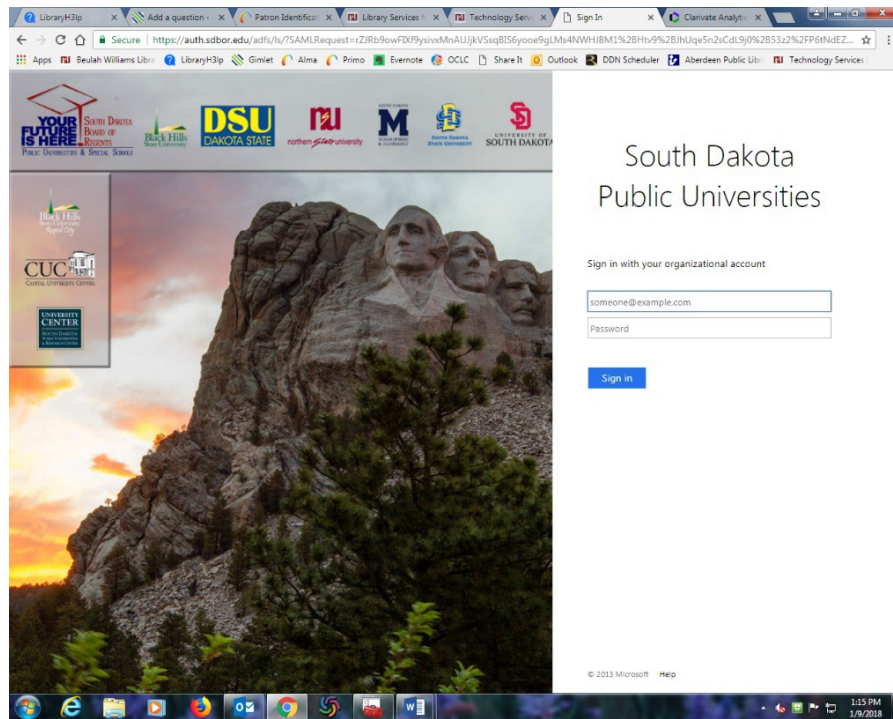
In the username field, you will put in your NSU email (including everything after the @). In the password field, you will put in your email password.

NOTE: If you get an error message, you most likely need to reset your password. Even if it is working for your email, that does not guarantee that it will still work for library resources and other campus logins. Password can be reset here: <https://www.northern.edu/passwordreset>

If you wish to log in to the library catalog, the procedure is slightly different. Logging in is not necessary to search, but you may get more results if you are logged in. You will need to be logged in to place interlibrary loan requests and check your library account. To log into the library catalog, click on “sign in” at the upper right-hand corner of the screen:



Choose “NSU students and staff login” from the pop-up. You will then see this screen:



For this login, you will enter your entire email address in the top box and your email password in the bottom box. Once signed in, you should see your name in the upper right-hand corner of the screen in the library catalog.