

Logging in to the Sullivan University System's Library Websites

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For the Fall 2014 Quarter, the Sullivan University System's Libraries launched a new website with enhanced functionality. In this document, we go over logging into the site, as well as accessing the Libraries' databases. You may follow the links in the Table of Contents below by selecting the section title.

Table of Contents

<u>Accessing the Libraries' Websites</u>	2
<u>The Libraries' Websites</u>	2
<u>Logging into the Libraries' Websites</u>	3
<u>A Quick Note about Online Classes</u>	6
<u>Accessing the Libraries' Databases</u>	6
<u>What to Do When Things Go Wrong</u>	10

Accessing the Libraries' Websites

If you are familiar with the old website's authentication method, the new method of logging in is very similar. First, visit the Libraries' webpage in your browser of choice.

- For Sullivan University Louisville and Sullivan University Online students, visit the Library at <http://library.sullivan.edu>.
- For Sullivan University's Lexington campus, visit <http://lexlibrary.sullivan.edu/>.
- For SCTD, visit <http://library.sullivan.edu/sctd/SitePages/Home.aspx>.
- For Spencerian Louisville, visit <http://library.sullivan.edu/spenlou/>.
- For Spencerian Lexington, visit <http://library.sullivan.edu/spenlex/>.

[Return to Table of Contents](#)

The Libraries' Websites

The following is a screenshot of the Library's website. We will be using Sullivan University's Louisville campus website as an example for this demonstration.

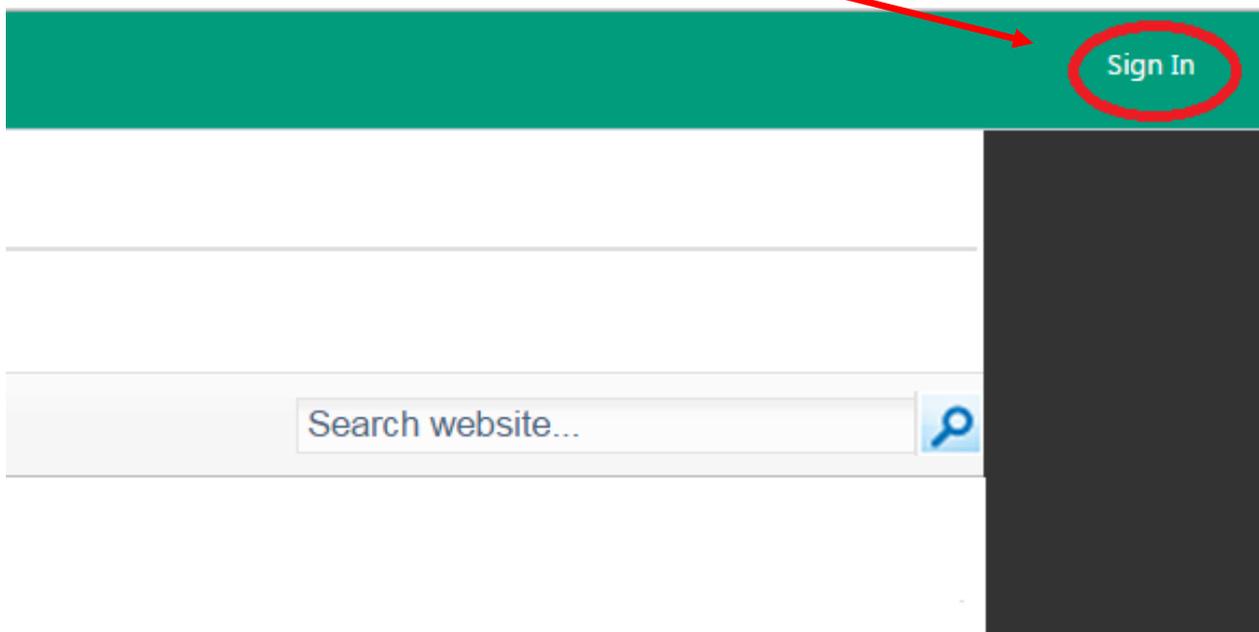
The screenshot shows the Sullivan University Library website. The header includes the Sullivan University logo and the text "Sullivan University Library" and "Sullivan University Library & Learning Resource Center". Below the header is a navigation menu with "Sullivan University Library" selected, and other options: "Books", "E-Books", "Articles", and "Journal Holdings". A search bar is located on the right side of the navigation menu. The main content area is divided into three columns. The left column contains a list of links: "APA Style Guide", "University Archives", "Research Center", "New Library Materials", "FYE 101 Class Support", "Frequently Asked Questions", "Hours", and "All System Libraries". The middle column is titled "Reaching Out With The SU Library: News, Tips, and Events" and contains a list of news items: "News, Tips, and Events with the Sullivan University Library", "Fall Announcements", "2014 Faculty Survey - And the Results are In", "Ebooks for all!", "Events at the Library!", "Grilling, Ice Cream, and Book Clubs - Oh My!", "Events at Barr Memorial Library!", "2014 Student Survey - Thank You For Supporting the library!", "New KYVL Databases Available July 1st", "Library Summer Break Hours", "Procrastination Lab!", and "Memorial Day". The right column contains social media icons for Facebook, Twitter, Google+, Pinterest, and Email. Below the icons is the "Location" information: "Sullivan University Library and Learning Resource Center". The "Weekly operating hours" are listed: "M-Th 6:30 AM - 10:00 PM", "F 8:00 AM - 7:00 PM", "Sat. 8:00 AM - 4:00 PM", and "Sun. 12:00 PM - 5:00 PM". At the bottom of the right column is a logo for "NATIONAL INFORMATION LITERACY AWARENESS MONTH". The footer contains the following text: "Mobile | Angel Learning | Student Portal | Faculty Portal | Tutoring Center | TurnItIn | About | Site Map | Sullivan-Louisville Library | Skillport" and "Sullivan University Library Learning & Resource Center 2222 Wendell Ave. Louisville, KY 40205 Phone: 502.456.6773 Fax: 502.456.0016".

The website contains many new features, but the ones that students found useful have been preserved. The website is in a constant state of improvement, so some small details may change. However, the major features will remain as they are.

[Return to Table of Contents](#)

Logging into the Libraries' Websites

Now that you are on the site, click the "Sign In" button in the extreme top-right corner of the screen.



When this happens and you are on-campus, it will simply let you in. When you are off-campus, a box will pop up and ask you to provide your user name and password. Please see the next page for an image of what the box will look like in different browser types.

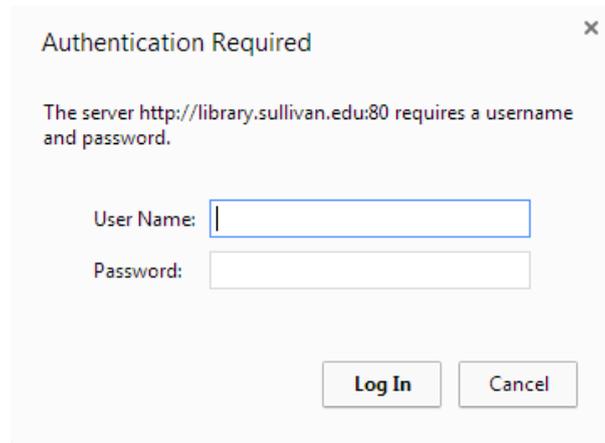
Your user name is your student ID. Before typing in the user name, you will need to type “suscorp\”. For example, if your username is jsmith1234, you will type the following:

suscorp\jsmith1234

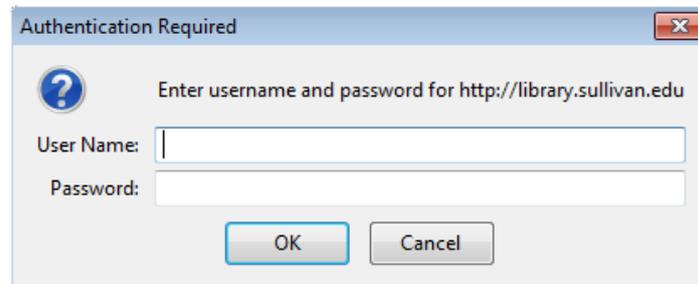
Your password is the same one you use for the Student Portal. It is not the same as your ANGEL password. For new students, it is typically your social security number.

After you type in your credentials, you will be logged into the Libraries’ website! If you are unable to log in, please contact your library for assistance. Contact information is available on your Library’s webpage.

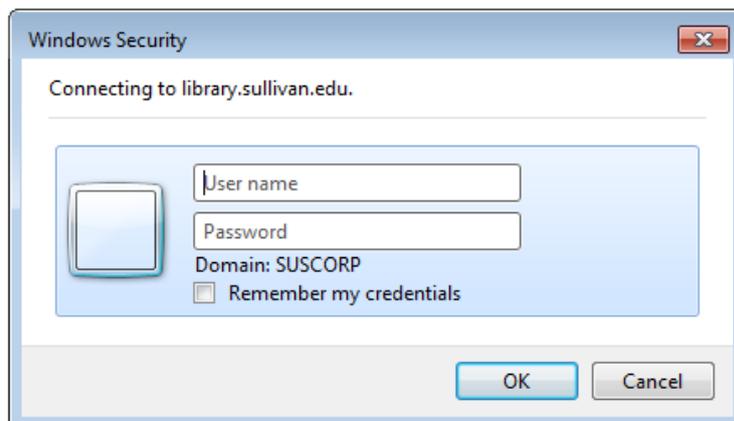
The next page shows what the log in box looks like on the major browser types:



Google Chrome



Mozilla Firefox



Internet Explorer

[Return to Table of Contents](#)

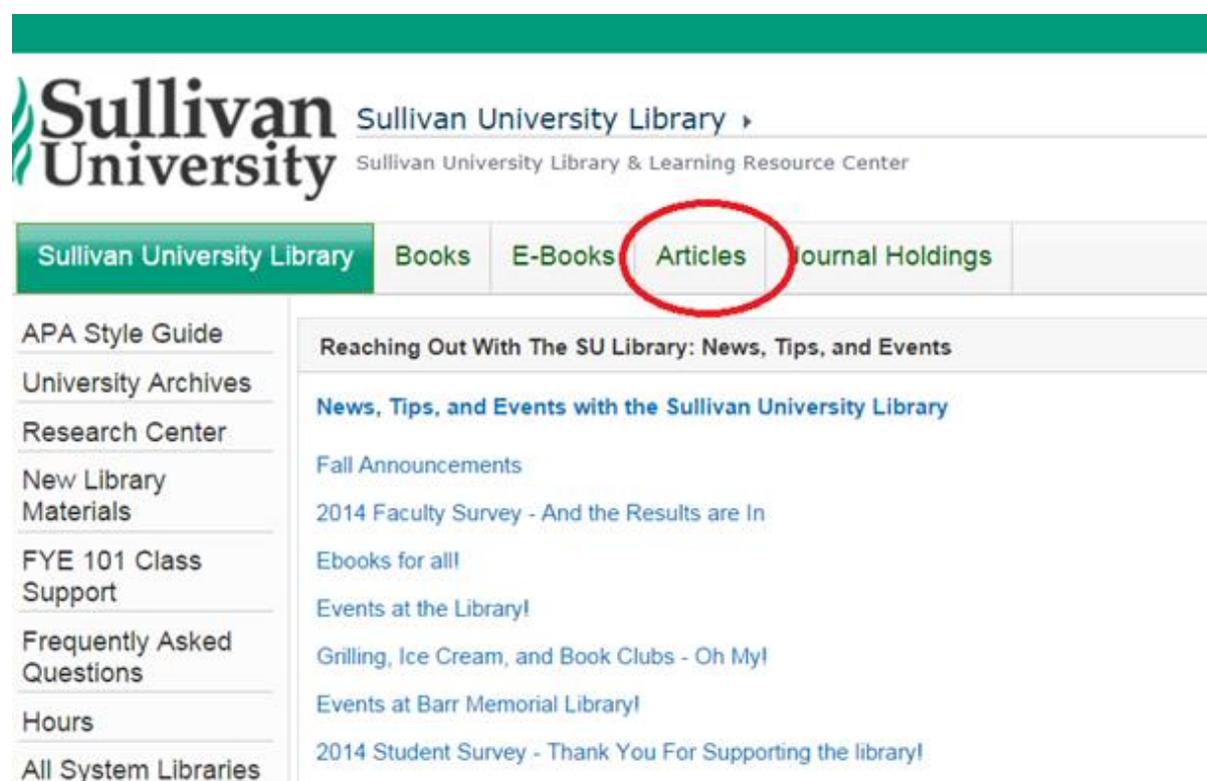
A Quick Note about Online Classes

Sometimes you will be given a link to a webpage on the Libraries' site that is other than the homepage, and it will require you to authenticate. The first thing you see will be one of the login boxes on the previous page. You will need to log in the same manner as we discussed. Once you log in, however, you will be directed to the page you were originally sent to, not the homepage.

[Return to Table of Contents](#)

Accessing the Libraries' Databases

If you wish to access the Libraries' databases, you will need to log in as we previously discussed. Once you are in, you will need to click the "Articles" button in the center of the page:



The screenshot shows the Sullivan University Library website. The header includes the Sullivan University logo and the text "Sullivan University Library" and "Sullivan University Library & Learning Resource Center". Below the header is a navigation menu with buttons for "Sullivan University Library", "Books", "E-Books", "Articles", and "Journal Holdings". The "Articles" button is circled in red. Below the navigation menu is a sidebar with links to "APA Style Guide", "University Archives", "Research Center", "New Library Materials", "FYE 101 Class Support", "Frequently Asked Questions", "Hours", and "All System Libraries". The main content area displays "Reaching Out With The SU Library: News, Tips, and Events" and a list of news items including "Fall Announcements", "2014 Faculty Survey - And the Results are In", "Ebooks for all", "Events at the Library!", "Grilling, Ice Cream, and Book Clubs - Oh My!", "Events at Barr Memorial Library!", and "2014 Student Survey - Thank You For Supporting the library!".

You will then be taken to the following page:

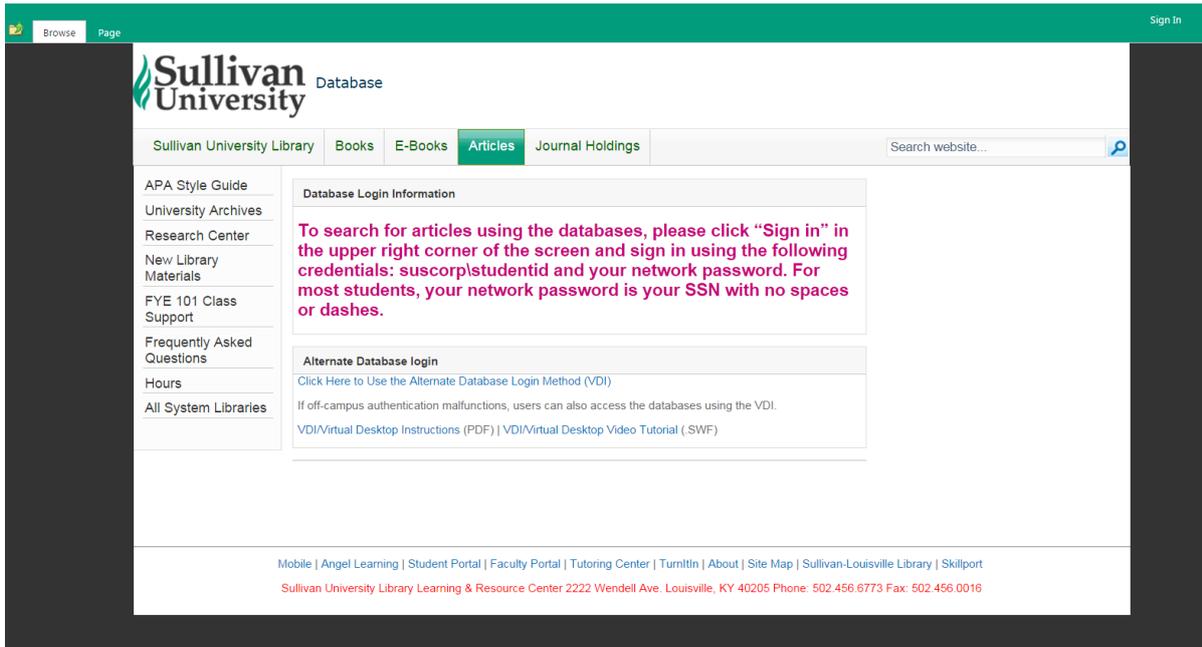
The screenshot shows the Sullivan University Database website. At the top left is the Sullivan University logo. To its right is the word "Database". In the top right corner, there are icons for "I Like It" and "Tags & Notes". Below the logo is a navigation menu with tabs for "Sullivan University Library", "Books", "E-Books", "Articles" (which is highlighted in green), "Journal Holdings", and "LibrarianPanel". To the right of the menu is a search bar labeled "Search website...".

On the left side of the page, there is a vertical sidebar with links: "APA Style Guide", "University Archives", "Research Center", "New Library Materials", "FYE 101 Class Support", "Frequently Asked Questions", "Hours", and "All System Libraries".

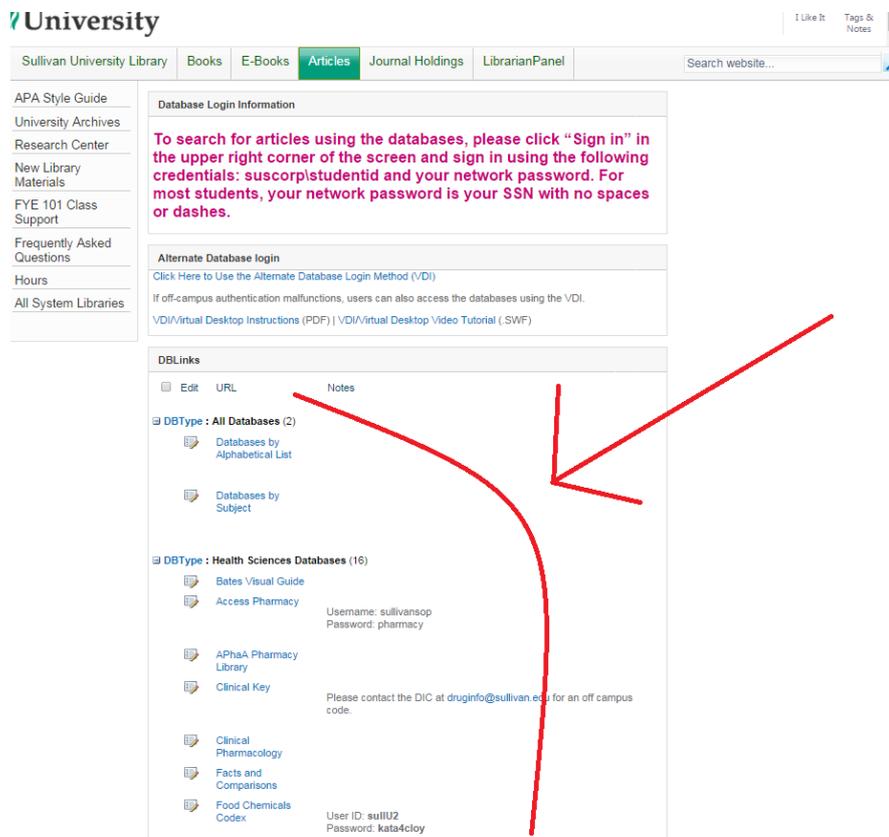
The main content area is divided into several sections:

- Database Login Information:** A box with pink text that reads: "To search for articles using the databases, please click 'Sign in' in the upper right corner of the screen and sign in using the following credentials: suscorp@studentid and your network password. For most students, your network password is your SSN with no spaces or dashes."
- Alternate Database login:** A box with a link "Click Here to Use the Alternate Database Login Method (VDI)" and text stating: "If off-campus authentication malfunctions, users can also access the databases using the VDI." Below this are links for "VDI/Virtual Desktop Instructions (PDF)" and "VDI/Virtual Desktop Video Tutorial (.SWF)".
- DBLinks:** A table with columns for "Edit", "URL", and "Notes". It lists various databases under two categories:
 - DBType : All Databases (2):**
 - Databases by Alphabetical List
 - Databases by Subject
 - DBType : Health Sciences Databases (16):**
 - Bates Visual Guide
 - Access Pharmacy (Username: sullivan.sop, Password: pharmacy)
 - APhA Pharmacy Library
 - Clinical Key (Please contact the DIC at druginfo@sullivan.edu for an off campus code.)
 - Clinical Pharmacology
 - Facts and Comparisons
 - Food Chemicals Codex (User ID: sullu2, Password: kata4cloy)

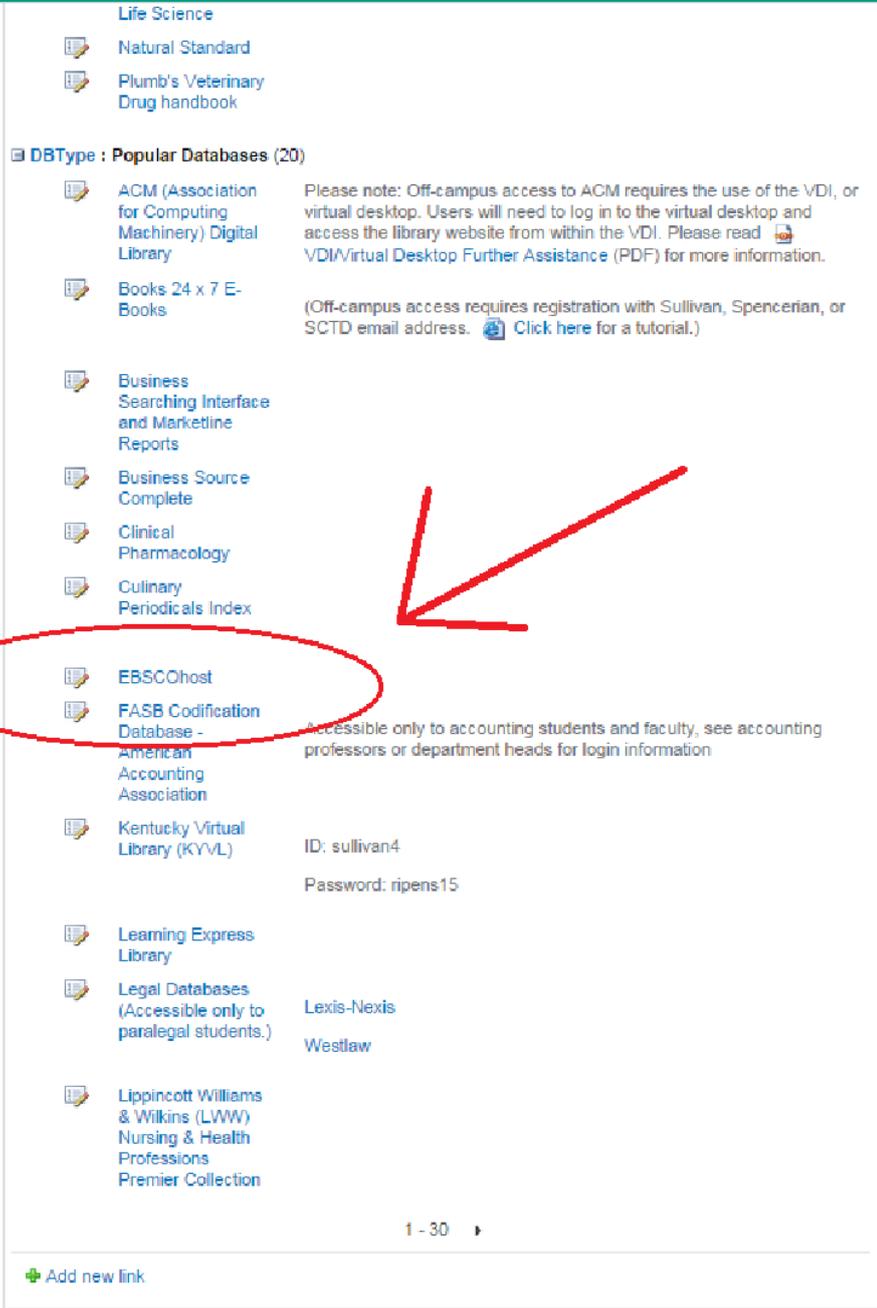
Note: If you click on the "Articles" button without logging in, you will see the following screen:



Note that the list of databases does not appear if you are not logged in. You will need to click the “Sign In” button at the extreme top-right, and log in. Once you’re in, the list of databases will appear.



Now, you can scroll down the list of databases and select one that you would like to use. For example, you may wish to use the EBSCOhost database.



The screenshot shows a list of databases under the heading "DBType : Popular Databases (20)". The "EBSCOhost" entry is circled in red, and a red arrow points to it from the right. Other databases listed include "Natural Standard", "Plumb's Veterinary Drug handbook", "ACM (Association for Computing Machinery) Digital Library", "Books 24 x 7 E-Books", "Business Searching Interface and Marketline Reports", "Business Source Complete", "Clinical Pharmacology", "Culinary Periodicals Index", "FASB Codification Database - American Accounting Association", "Kentucky Virtual Library (KYVL)", "Learning Express Library", "Legal Databases (Accessible only to paralegal students.)", and "Lippincott Williams & Wilkins (LWW) Nursing & Health Professions Premier Collection".

Database Name	Notes
Natural Standard	
Plumb's Veterinary Drug handbook	
ACM (Association for Computing Machinery) Digital Library	Please note: Off-campus access to ACM requires the use of the VDI, or virtual desktop. Users will need to log in to the virtual desktop and access the library website from within the VDI. Please read VDI/Virtual Desktop Further Assistance (PDF) for more information.
Books 24 x 7 E-Books	(Off-campus access requires registration with Sullivan, Spencerian, or SCTD email address. Click here for a tutorial.)
Business Searching Interface and Marketline Reports	
Business Source Complete	
Clinical Pharmacology	
Culinary Periodicals Index	
EBSCOhost	
FASB Codification Database - American Accounting Association	Accessible only to accounting students and faculty, see accounting professors or department heads for login information
Kentucky Virtual Library (KYVL)	ID: sullivan4 Password: ripens15
Learning Express Library	
Legal Databases (Accessible only to paralegal students.)	Lexis-Nexis Westlaw
Lippincott Williams & Wilkins (LWW) Nursing & Health Professions Premier Collection	

1 - 30

[Add new link](#)

Simply click on the name of the database.

Here is what you will see next:

Continue

Select / deselect all

Academic Search Complete

Academic Search Complete is the world's most valuable and comprehensive scholarly, multi-disciplinary full-text database, with more than 8,500 full-text periodicals, including more than 7,300 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 12,500 journals and a total of more than 13,200 publications including monographs, reports, conference proceedings, etc. The database features PDF content going back as far as 1887, with the majority of full text titles in native (searchable) PDF format. Searchable cited references are provided for more than 1,400 journals.

[Title List](#) [More Information](#)

Agricola

This database contains bibliographic records from the U.S. Department of Agriculture's National Agricultural Library. Coverage for AGRICOLA dates back to 1970 and includes more than 4.8 million citations. The citations are comprised of journal articles, monographs, theses, patents, software, audiovisual materials, and technical reports related to agriculture.

[More Information](#)

AHFS Consumer Medication Information

AHFS Consumer Medication Information is a trusted source and recognized standard for patient drug information, available in both English and Spanish. Published by the American Society of Health-System Pharmacists, AHFS includes more than a thousand drug information monographs written in lay language for consumers and has been a Top Ten Award Winner in the Department of Health and Human Services National Consumer Education Materials Contest. This content is updated monthly.

[Title List](#) [More Information](#)

Business Source Complete

Business Source Complete is the world's definitive scholarly business database, providing the leading collection of bibliographic and full-text content. As part of the comprehensive

Congratulations! You're in! It's just that simple.

[Return to Table of Contents](#)

What to Do When Things Go Wrong

If you've followed the instructions and cannot get access to the databases you need, don't panic! Simply contact your librarian. For Sullivan University's Louisville campus and Online division, simply call us at (502) 456-6773, or email us at libcirc2@sullivan.edu. For our other libraries, you need only visit <http://library.sullivan.edu/SitePages/OtherCampus.aspx> for contact information.

[Return to Table of Contents](#)