

## Cleveland Clinic Alumni Library Accounts

ACCOUNT:	WHAT IT'S FOR:	HOW TO OPEN AN ACCOUNT	FORGOT YOUR PIN/PASSWORD?
<b>Library Account</b>	<ul style="list-style-type: none"> <li>➤ To borrow our books or media.</li> <li>➤ To use electronic resources from off campus (<i>PIN required – see other side</i>).</li> <li>➤ To view your Library Account online (<i>PIN required</i>):               <ul style="list-style-type: none"> <li>○ To renew books or media that are NOT overdue. (You will see immediately if the renewal was successful, and see the new due date.)</li> <li>○ To check the status of any holds you have placed.</li> </ul> </li> <li>➤ To request books from another OhioLINK library (<i>PIN required</i>).               <ul style="list-style-type: none"> <li>○ You will receive an email when your requested items are available for you at the Library.</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>1. In person at the library, ID badge required.</li> <li>2. Or, go to <a href="http://www.clevelandclinic.org/education/library/library-account.htm">http://www.clevelandclinic.org/education/library/library-account.htm</a> <ul style="list-style-type: none"> <li>○ Print the PDF form, fill it out and sign it, and</li> <li>○ Fax it to us (216-444-0271) with a clear copy of your ID badge.</li> </ul> </li> <li>3. Your Library Account number is your employee ID number.</li> <li>4. You'll receive an email when your account is ready to use.</li> </ol>	<ul style="list-style-type: none"> <li>• If you have forgotten your PIN, please call the Library at (216) 444-5697.</li> <li>• We are unable to tell you what your PIN is (it's encrypted), but we can delete your old one so you can create a new one.</li> <li>• See other side for instructions on (re)creating a PIN.</li> </ul>
<b>ILLiad Account</b>	<ul style="list-style-type: none"> <li>➤ To request articles for electronic delivery.               <ul style="list-style-type: none"> <li>○ Requested articles will be delivered in PDF format to your ILLiad account. You will receive an email when you can login to get the article.</li> </ul> </li> <li>➤ To request books for your work that are not available from any OhioLINK library.               <ul style="list-style-type: none"> <li>○ You will receive an email when the book/CD/DVD you ordered is available for you to pick up at our library.</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>1. <b>You must have a current Library Account (in good standing) before you can create an ILLiad account.</b></li> <li>2. Complete the online ILLiad registration form at our library's home page: <a href="http://illiad.clevelandclinic.org/illiad/firsttime.html">http://illiad.clevelandclinic.org/illiad/firsttime.html</a></li> <li>3. Choose your own username and password.</li> <li>4. Use a password hint that can remind you of the password you set.</li> </ol>	<ul style="list-style-type: none"> <li>• Enter anything to see the password hint you set up for yourself.</li> <li>• If that doesn't help, please call the Library at (216) 444-5697. We can reset your password for you. (Then please change your password to one you choose yourself.)</li> <li>• If you have forgotten your username, please call the library.</li> </ul>
<b>RefWorks Account</b>	<ul style="list-style-type: none"> <li>➤ To create and manage your own internet-based database of citations.               <ul style="list-style-type: none"> <li>○ Import citations from Ovid, PubMed, or other databases; or import from other bibliographic management programs; or add citations manually.</li> </ul> </li> <li>➤ To format manuscripts in seconds, and create bibliographies using hundreds of output styles (such as AMA, APA, JAMA, or JBC).               <ul style="list-style-type: none"> <li>○ Easily make changes and reformat your manuscript or bibliography.</li> </ul> </li> <li>➤ Work anywhere via internet; no software to purchase or download.</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>You must register while you are on campus.</b></li> <li>2. Complete the online form at <a href="http://www.refworks.com/refworks">http://www.refworks.com/refworks</a> (linked from our library's home page)</li> <li>3. Choose your own login and password.</li> <li>4. Access at the above site from anywhere with internet access.</li> <li>5. Remember to use our Group Code when off-campus: <b>RWClevelandC</b></li> </ol>	<ul style="list-style-type: none"> <li>• <b>The Library does not have a record of your RefWorks login information.</b></li> <li>• If you have forgotten your RefWorks login information, click the RefWorks <i>Forgot your password?</i> link on the login screen for RefWorks.</li> <li>• Or, follow the directions <a href="https://www.refworks.com/Refworks/forgot.asp">https://www.refworks.com/Refworks/forgot.asp</a>.</li> <li>• They will email you your login information.</li> </ul>
<b>NOTE:</b>	<p><b>Some databases and journals also allow you to set up an individual account. These accounts may be required for use of the resource, or optional for certain additional features (such as the ability to save search strategies from one session to another, or to have results sent to you on a regular schedule)</b></p>		

## Cleveland Clinic Alumni Library Resources from Off-Campus

Library resources accessible from off-campus are available via our Library InTERnet site:

- Use your regular ISP connection from off campus.
- **Do not enter through the InTRANet** (SecurID, 4Corners, etc.) or through a VPN – **most resources will not work this way!**
- You need to have a current Library Account in good standing, and a PIN (see below).
- An easy route: go to <http://library.ccf.org> and click on the second link on the left, *Library InTERnet*. (Bookmark it so you can reach it easily in the future.)
- **UpToDate is not available from off-campus** due to licensing restrictions.
- Note that RefWorks also needs our Group Code: *RWClevelandC*

### How do I set up a PIN for my Library Account?

- You need to set up a Library Account first (see other side).
- Go to “View your Library Account” on our Internet or Intranet home pages (<http://library.ccf.org/patroninfo>), and
- Follow these steps to create a PIN:
  - enter your **name** and your **employee number** (this is the 6 digit number, or T/C + 5 digit number, on your badge; do **NOT** enter a “U”);
  - skip the box asking for a PIN on this page;
  - click SUBMIT button or the ENTER key.;
  - on the next page, two new boxes will open; enter your new PIN and retype it to confirm your selection;
  - click SUBMIT and your PIN will be set on your account.