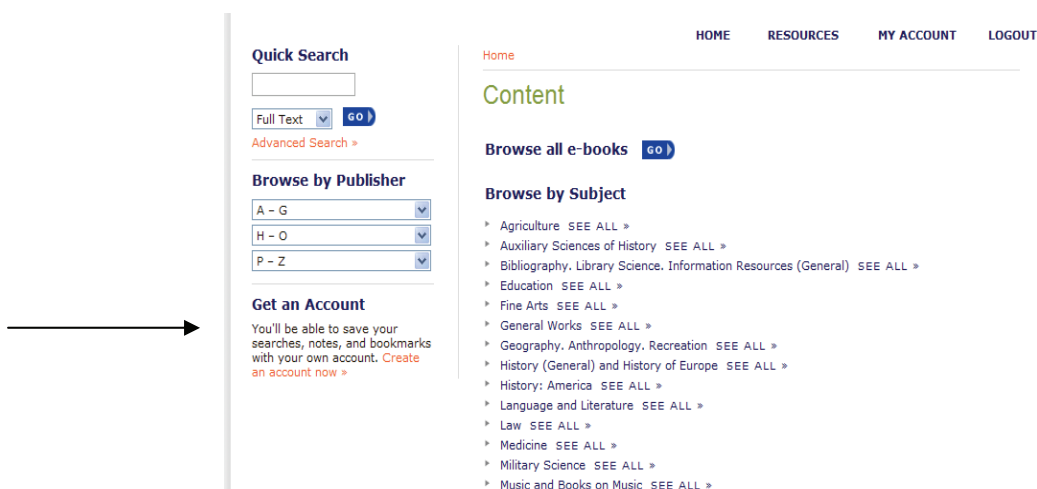


Using My Account within MyiLibrary

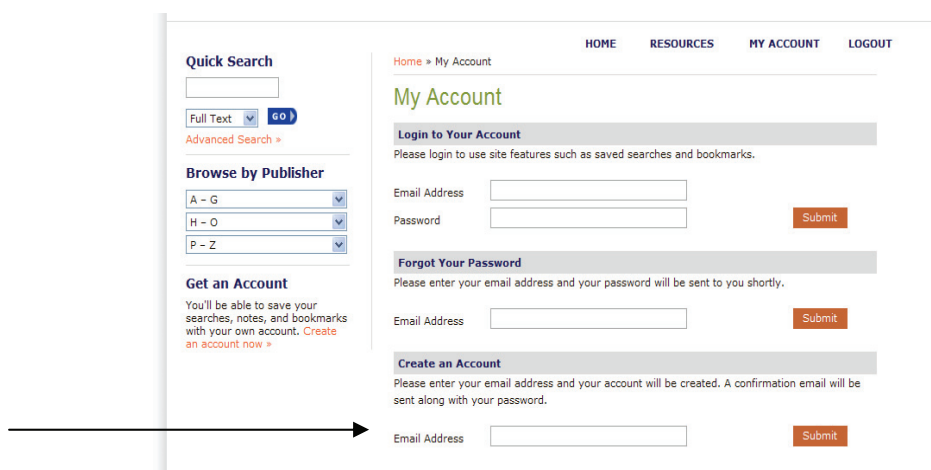
Once you have authenticated into the MyiLibrary platform you can not only search and view the content available but also setup your own account that will allow you to save previous searches, make bookmarks and save settings. Once your account has been setup you will be able to access this from any terminal that you use to use the MyiLibrary platform. This is a document that gives you the various steps into creating and using your own account.

- After authenticating into the MyiLibrary platform select the option as below screen shot:



The screenshot shows the MyiLibrary homepage. On the left sidebar, there is a 'Get an Account' section with a link that says 'Create an account now >'. A black arrow points from the left towards this link. The main content area on the right has a navigation menu with 'HOME', 'RESOURCES', 'MY ACCOUNT', and 'LOGOUT'. Below the navigation, there is a 'Content' section with 'Browse all e-books' and 'Browse by Subject' options. The 'Browse by Subject' section lists various categories like Agriculture, History, and Law.

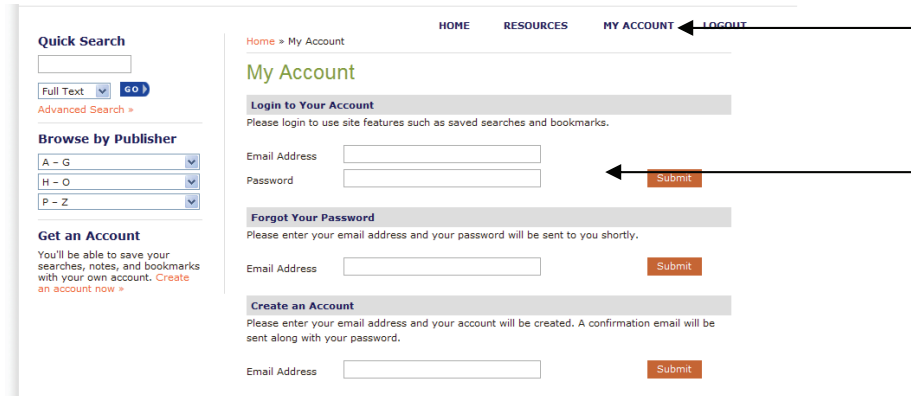
- You will then need to enter in your desired e-mail address; this will become your username. You will then be presented with a confirmation box.



The screenshot shows the 'My Account' page. It has a navigation menu with 'HOME', 'RESOURCES', 'MY ACCOUNT', and 'LOGOUT'. The main content area is titled 'My Account' and contains three sections: 'Login to Your Account', 'Forgot Your Password', and 'Create an Account'. Each section has a form with an 'Email Address' field and a 'Submit' button. The 'Create an Account' section also includes a 'Password' field. A black arrow points from the left towards the 'Create an Account' form.

- You will then receive an e-mail to the address you entered in the above screen which will detail your password. Your username will be your email address.

- Once your details have been confirmed you will need to authenticate into the platform through your institute as usual and then click “My Account” then enter your personal details:



Home » My Account

HOME RESOURCES MY ACCOUNT LOGOUT

My Account

Login to Your Account
Please login to use site features such as saved searches and bookmarks.

Email Address

Password

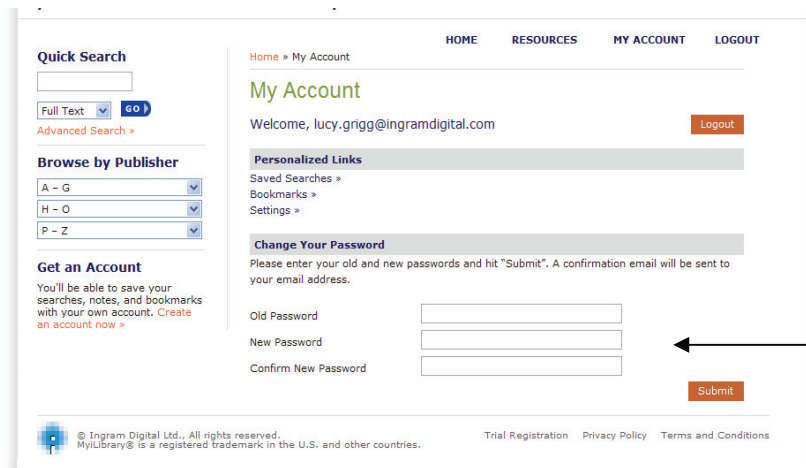
Forgot Your Password
Please enter your email address and your password will be sent to you shortly.

Email Address

Create an Account
Please enter your email address and your account will be created. A confirmation email will be sent along with your password.

Email Address

- The MyiLibray has the functionality to change the password the system has generated for you:



Home » My Account

HOME RESOURCES MY ACCOUNT LOGOUT

My Account

Welcome, lucy.grigg@ingramdigital.com

Personalized Links

Saved Searches »
Bookmarks »
Settings »

Change Your Password
Please enter your old and new passwords and hit "Submit". A confirmation email will be sent to your email address.

Old Password

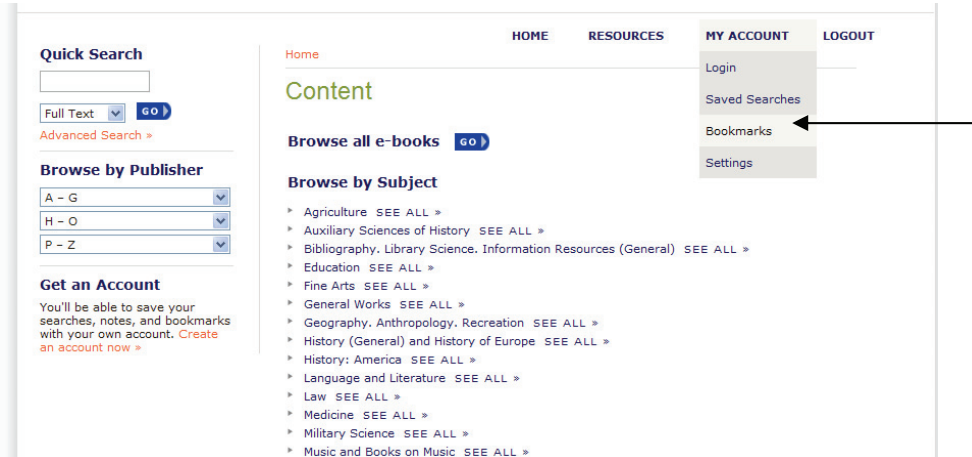
New Password

Confirm New Password

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MyLibrary® is a registered trademark in the U.S. and other countries.

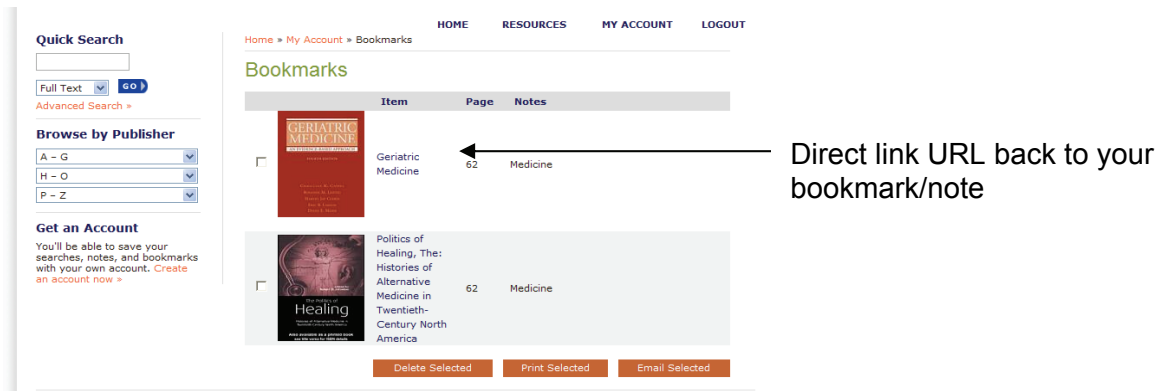
[Trial Registration](#) [Privacy Policy](#) [Terms and Conditions](#)

- To refer back to a bookmark/Note go back to the home page and click “My Account” – “Bookmarks”





The screenshot shows the MyLibrary homepage. The navigation menu at the top includes HOME, RESOURCES, MY ACCOUNT, and LOGOUT. Under MY ACCOUNT, the options are Login, Saved Searches, Bookmarks, and Settings. An arrow points to the Bookmarks option. The main content area features a 'Content' section with 'Browse all e-books' and 'Browse by Subject' categories. The 'Browse by Subject' list includes Agriculture, Auxiliary Sciences of History, Bibliography, Library Science, Information Resources (General), Education, Fine Arts, General Works, Geography, Anthropology, Recreation, History (General) and History of Europe, History: America, Language and Literature, Law, Medicine, Military Science, and Music and Books on Music.

- You will then be shown a full listing of all the bookmarks/notes that you have made whilst using MyLibrary.



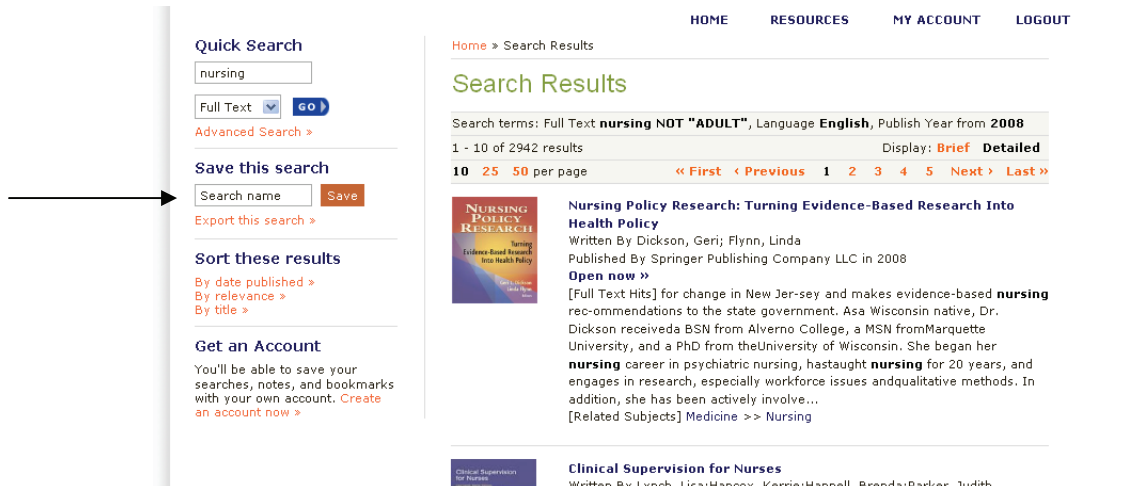
The screenshot shows the 'Bookmarks' page. The breadcrumb trail is 'Home > My Account > Bookmarks'. The page title is 'Bookmarks'. Below the title is a table with columns for 'Item', 'Page', and 'Notes'. Two items are listed:

Item	Page	Notes
 Geriatric Medicine	62	Medicine
 Politics of Healing: The Histories of Alternative Medicine in Twentieth-Century North America	62	Medicine

Below the table are buttons for 'Delete Selected', 'Print Selected', and 'Email Selected'. An arrow points to the 'Geriatric Medicine' row, with the text 'Direct link URL back to your bookmark/note' next to it.

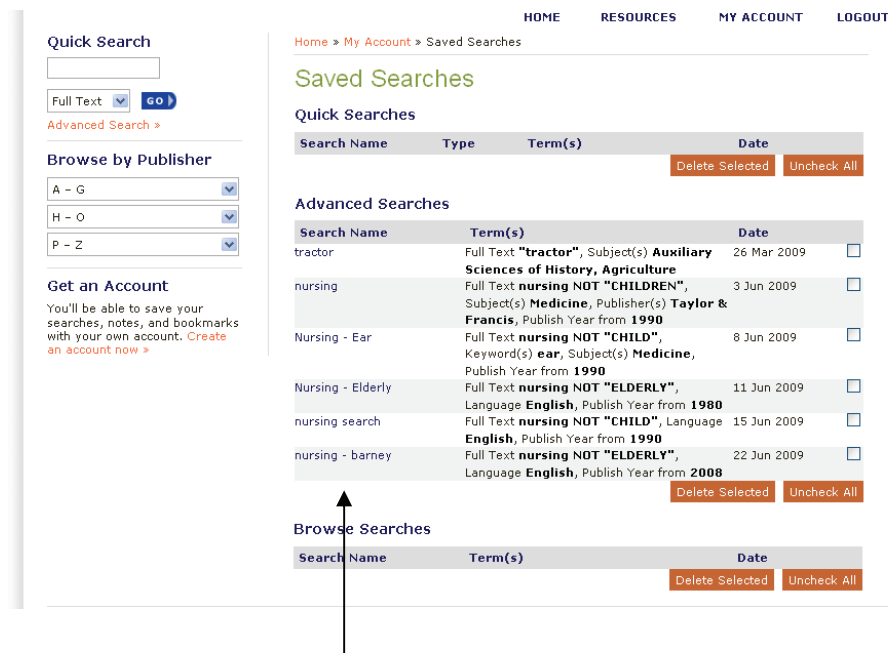
Saving Searches:

When searching through the catalogue of MyiLibrary you have the ability to save the searches that you have made. Once a search has been carried out and you have been returned a list of results just enter in a name for that search and click "Save":



The screenshot shows the search results for 'nursing'. On the left sidebar, the 'Save this search' section is highlighted with a black arrow. The main content area shows search results for 'Nursing Policy Research: Turning Evidence-Based Research Into Health Policy'.

By logging into your account and selecting "Saved Searches" from your account you will then be displayed a full listing of all searches that you have saved:



The screenshot shows the 'Saved Searches' page. A table lists saved searches with columns for Search Name, Type, Term(s), and Date. An arrow points to the 'Search Name' column, indicating it is clickable.

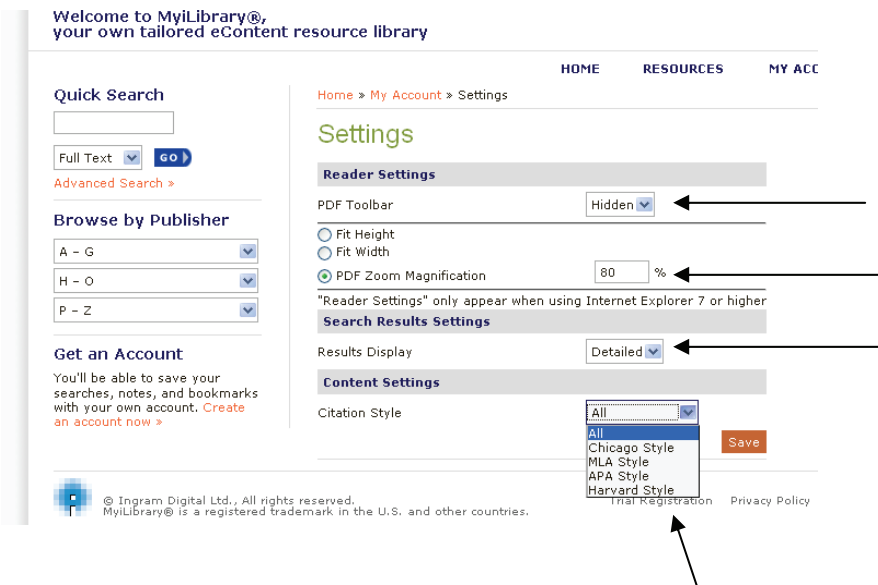
Search Name	Type	Term(s)	Date
tractor	Full Text	"tractor", Subject(s) Auxiliary Sciences of History, Agriculture	26 Mar 2009
nursing	Full Text	nursing NOT "CHILDREN", Subject(s) Medicine, Publisher(s) Taylor & Francis, Publish Year from 1990	3 Jun 2009
Nursing - Ear	Full Text	nursing NOT "CHILD", Keyword(s) ear, Subject(s) Medicine, Publish Year from 1990	8 Jun 2009
Nursing - Elderly	Full Text	nursing NOT "ELDERLY", Language English, Publish Year from 1980	11 Jun 2009
nursing search	Full Text	nursing NOT "CHILD", Language English, Publish Year from 1990	15 Jun 2009
nursing - Barney	Full Text	nursing NOT "ELDERLY", Language English, Publish Year from 2008	22 Jun 2009

The name of the search is clickable. If you click this link MyiLibrary will re-run that search with the criteria you entered initially bringing out all newly added content under that criteria since you last ran the search.

Personal Settings:

Once you have logged into your personal account you can amend the settings to enhance your viewing experience.

Select “Settings” from the “My Account” option on the home page and you will be displayed with the following page:



Allows you to turn On/Off the adobe navigation bar within the reader.

Set the default zoom when reading titles.

Choose between “Detailed” or “Brief” when being shown a list of results from your searches.

You can also set the default citation method depending on your institutes requirements.

If when using the MyLibrary platform you have any queries or issues please contact support@mylibrary.com and send through a description of the issue encountered and also if possible a screenshot of any error's that have been shown.