## OFF-CAMPUS ACCESS TO LIBRARY DATABASES

You can access most NMMU electronic databases with a PIN, created in the Library Catalogue.

## 1. HOW TO CREATE A PIN IN THE LIBRARY CATALOGUE

**PLEASE NOTE:**

**You must be a registered library user (you are required to register every year) and must**

**have a current library barcode on the back of your student or staff card.**

Go to the Library website at[**library**](http://www.nmmu.ac.za/library)**.nmmu.ac.za**

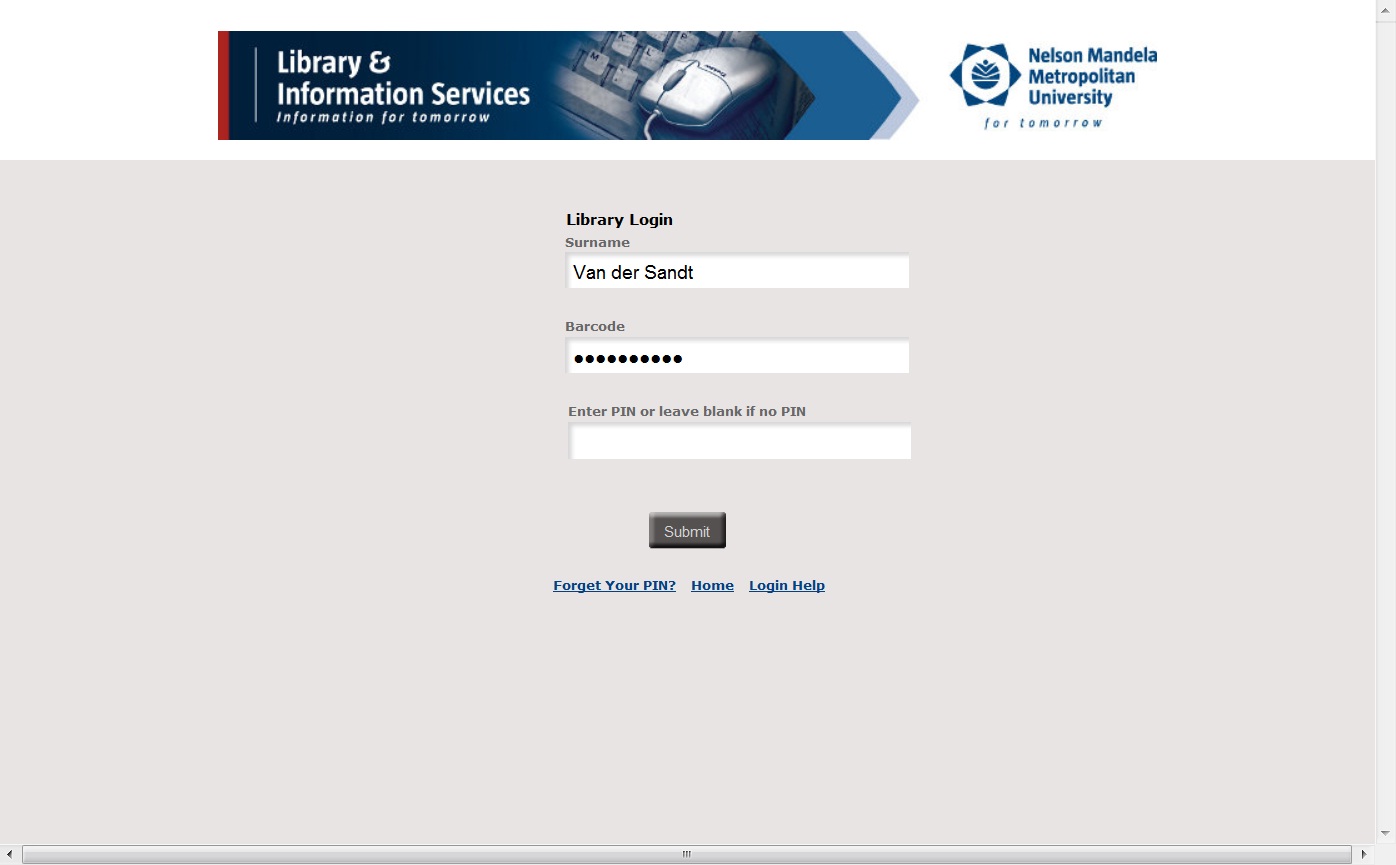
On the library website, click on 

Proceed as follows:



Click on ***Login to My Library Record*** link.

On the next screen, complete only the first two text boxes.

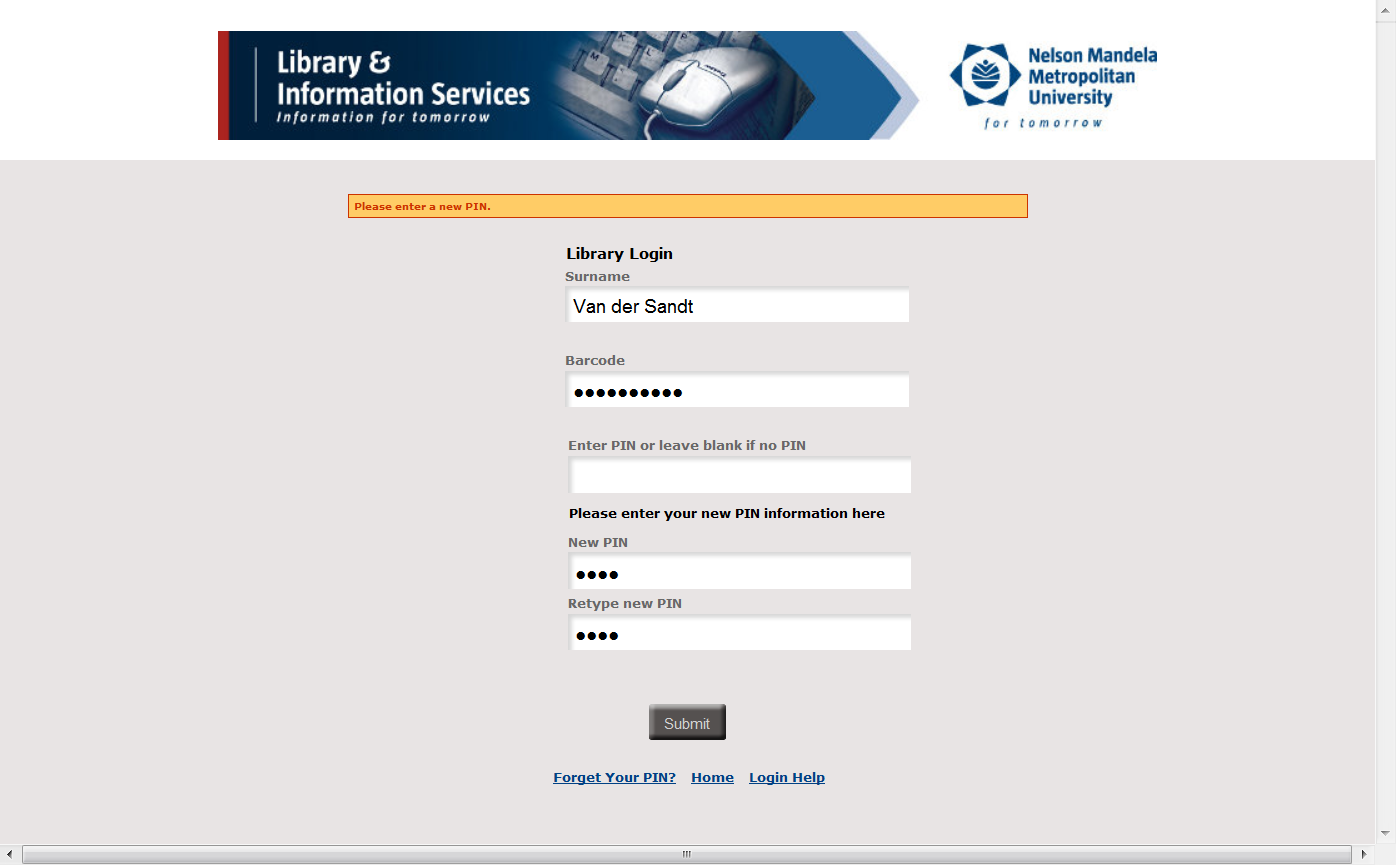


Leave the text box for the **PIN** blank.

Type your **surname** in the first text box.

Type your library **barcode** (the no. at the back of your student/staff card) in the next text box.

On the next screen, you can enter a PIN.



Once you have entered a **PIN** and confirmed it by entering it **again**, click on **Submit**.

Choose your own **PIN**: it can be a word or numbers or combination, not longer than 8 characters

Leave this text box **blank**.

Type your **surname** in the first text box.

Type your library **barcode** (the no. at the back of your student/staff card) in the next text box.

The next screen will show your Library record. You can now click on  at the top of the screen.

The next section explains how to use the PIN, created in the Library Catalogue, to access Databases off-campus.

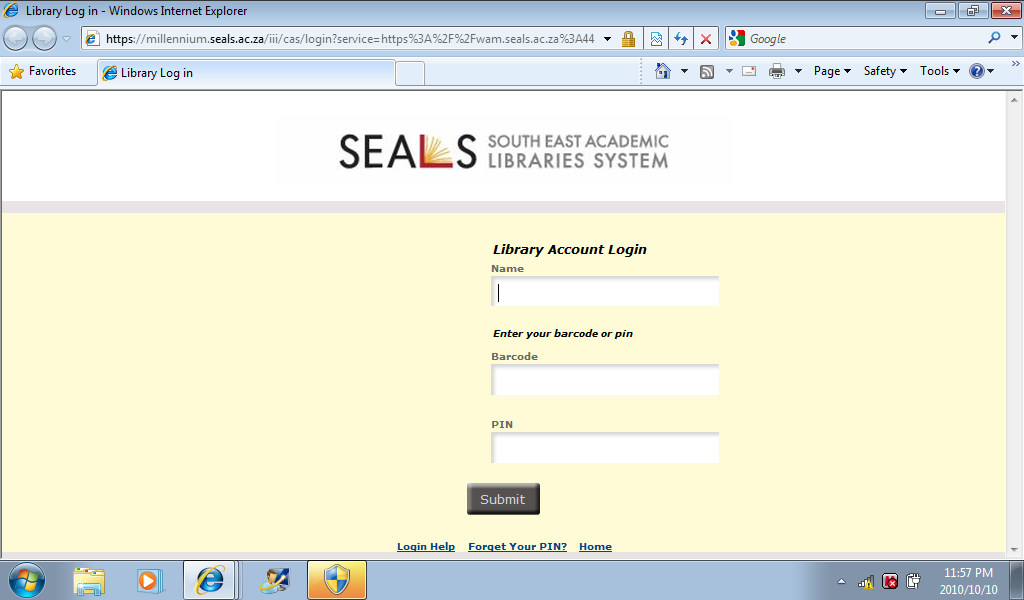
## 2. OFF-CAMPUS ACCESS WITH A PIN CREATED IN THE LIBRARY CATALOGUE

Go to theLibrary website at[**library**](http://www.nmmu.ac.za/library)**.nmmu.ac.za**

On the library website, click on 

You can now search any of the databases by clicking on the ***off-campus*** link under the database title.

The next screen will ask you to verify yourself.



* Enter your personal details and PIN number (created as instructed under § 1).
* Click on **Submit**.

The home page of your chosen database will display.