

# Offsite access to SGUL electronic resources

# Guide for SGUL staff and students

#### Overview

SGUL staff and students can access almost all of our subscribed e-journals, databases and other online resources from any computer with an internet connection, using institutional login.

NHS users can access SGUL electronic resources from onsite only. For offsite access to NHS Journals, please see our <u>Finding NHS Electronic Journals</u> helpsheet.

### In this guide

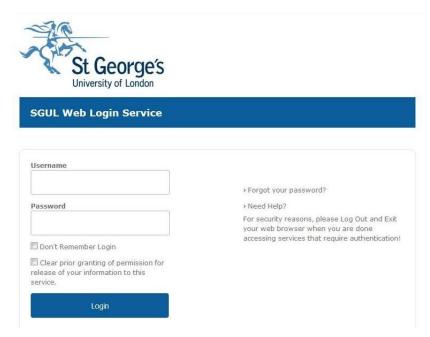
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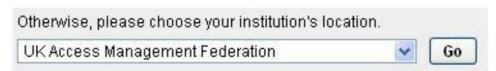
#### Institutional login

When you follow a link to an electronic resource while offsite, you may see the following login screen. Simply enter your SGUL username and password:



If you are not automatically taken to the login screen, you can reach it through the following steps:

- 1) If you are prompted to pay or sign in to access content, look for an option that says Institutional / Shibboleth login or Sign in or Log in via your institution / organisation.
- 2) You may need to select the geographic region, ie. **United Kingdom** or **UK Access Management Federation**, or otherwise you can list all institutions.



3) Select St George's University of London from the list:



4) You will be taken to the SGUL login screen where you can enter your SGUL username and password.

#### Troubleshooting offsite access

#### I can't see where to log in

It is not always obvious where and how to log in as this can vary across different websites. You may first need to click on a "Log in here" or "Sign in" link before you see options for **Institutional** or **Shibboleth login**. Typically this link is at the top of the web page.

#### My SGUL username or password are not accepted

If your login details seem to be incorrect or you do not know them, please come to the Library Helpdesk or try resetting your password online at <a href="https://portal.sgul.ac.uk/services/password-reset/">https://portal.sgul.ac.uk/services/password-reset/</a>.

If the problem continues after you have reset your login, please email the SGUL IT helpdesk at <a href="ITAV@squl.ac.uk">ITAV@squl.ac.uk</a>, or contact the Library (see <a href="Further help and support">Further help and support</a>).

# It says my institution does not have a subscription/access or St George's is not listed

Your login will give you access only to e-journals and databases to which SGUL subscribes.

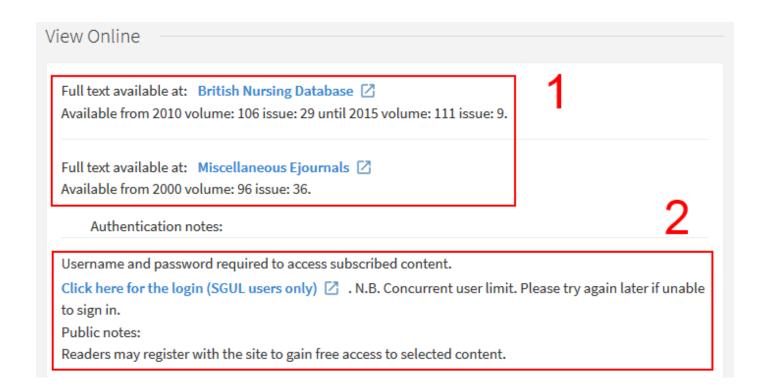
- Check on <u>Hunter</u> to see whether we subscribe to an e-journal.
- Check our Databases <u>A-Z</u> for a list of our subscribed databases.

If it looks like we should have access but you are still receiving this message, please contact the Library (see Further help and support).

#### SGUL subscribes to the journal but I cannot access the article I need

- Check for any additional information below the links that indicates restrictions to our access.
- 1. A **date range** below each link tells you whether we hold the year you require.
- 2. A small number of our e-journals have **special access arrangements** such as onsite access only, a limit on concurrent users and/or a specific username and password required for offsite access. In these cases, extra information will be found in an Authentication note below the link.

If you are unable to access an article that falls within our subscribed dates, and there are no other restrictions on access, please contact the Library (see <u>Further help and support</u>).



#### Errors and temporary technical problems

Occasionally things stop working for technical reasons or for planned maintenance. We post updates about known access issues to our Service Alerts page at <a href="http://library.sgul.ac.uk/services-alerts">http://library.sgul.ac.uk/services-alerts</a>. If the problem you are having is not mentioned in our Service Alerts, please report it to the Library (see <a href="Further help and support">Further help and support</a>) as we may not be aware of it.

## Further help and support

- Email journals@sgul.ac.uk
- Call the Library Helpdesk on 020 8725 5466