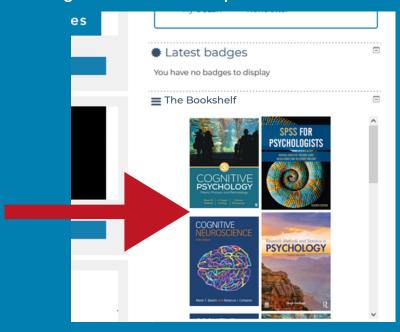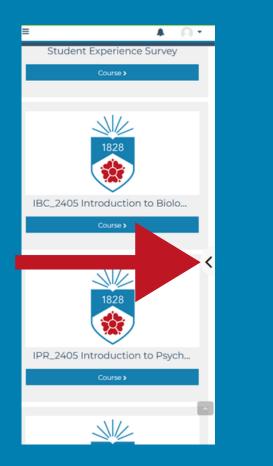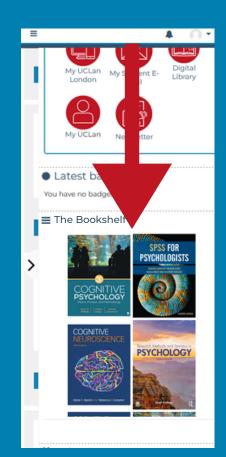# THE BOOKSHELF GUIDE

THE BOOKSHELF ACCESS

The quickest way to access your books is by clicking on books available in your **'The Bookshelf'** section of your VLE page. See **'The Bookshelf'** on the right side of VLE page as shown in the general/default example below:

The Bookshelf can also be accessed through your mobile device. Click on the left arrow of your mobile device screen to see **'The Bookshelf'**, as shown below:
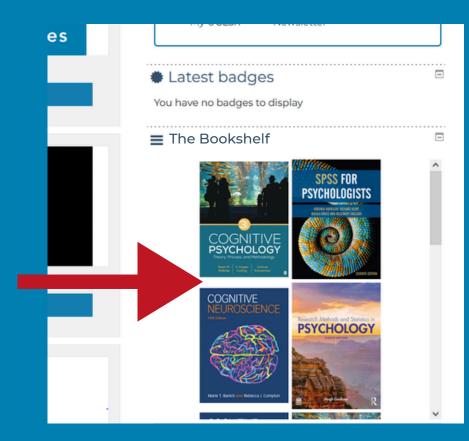
THE BOOKSHELF GUIDE

1 Go to **uclan.london** and log-in with your username and password. Your Username is seven digit Student Code e.g. **5XXXXXX** and the Password is your six digit Date of Birth e.g. **DDMMYY**.

2 Once you logged in to your VLE account, scroll down the page until you will see on the right side the section **'The Bookshelf'**. Click on any of the available preferred book to open it.
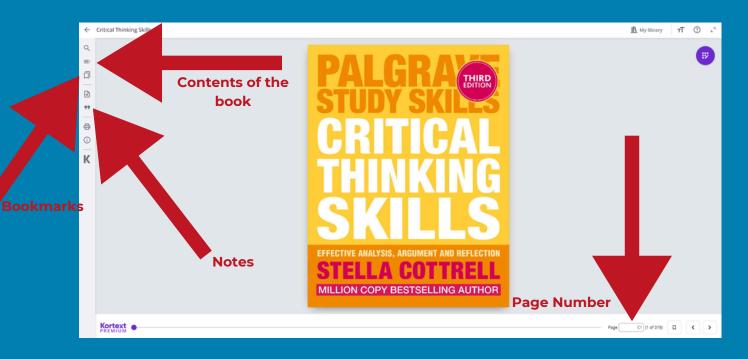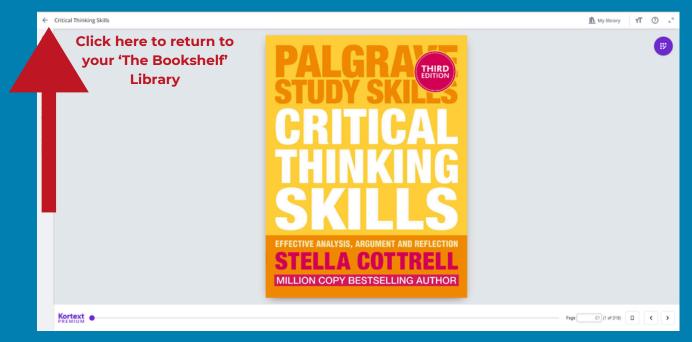
3 On your screen the book will appear. From there, on the **left side** you can go through search option, contents of the book, notes, bookmarks, (see detailed information below). Additionally, you can select required pages on the **right side** at the bottom of your screen.

Contents of the book

Bookmarks

Notes

Page Number

4 Should you want to select other available books in your **'The Bookshelf'**, click on the **arrow at the top of the page** and you will see all the books which are part of your current and previous modules.

Click here to return to your 'The Bookshelf' Library

5 If you would like to access additional available books, select 'Kortext Library' tap and enter the topic or book name for further search.

Enter the topic or book name to start search

Click here to access Kortext Library

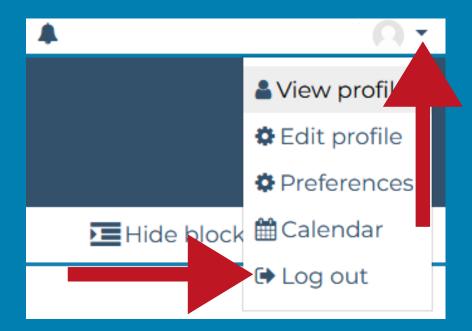# TROUBLESHOOTING – WHAT TO DO IF MY 'THE BOOKSHELF' ACCESS IS DENIED?

If you are having issues opening any of your textbooks on the Bookshelf, please undertake the following simple steps and this should rectify the issue:

1. Close the Kortext tab by clicking 'X' icon of your browser.

2. Go back to your VLE page and scroll up until you see your name and surname on the top right side of your screen. Then select an arrow and 'Log out' from your VLE.

3. Once you log out, log-in back to your VLE with your username and password. Your Username is seven digit Student Code e.g. 5XXXXXX and the Password is your six digit Date of Birth e.g. DDMMYY. Go back to your 'The Bookshelf' and you will be able to access your books.

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