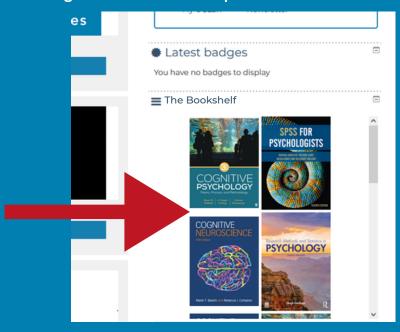
## THE BOOKSHELF GUIDE



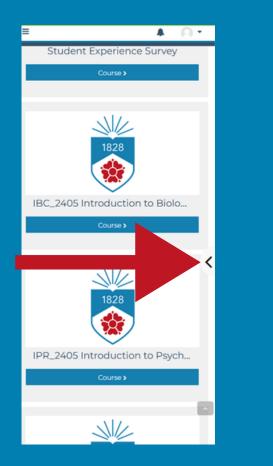


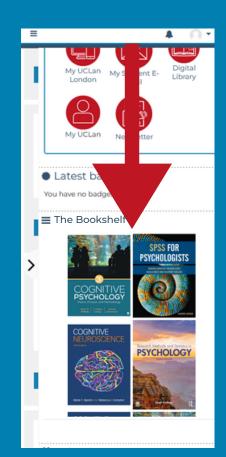
## THE BOOKSHELF ACCESS

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:





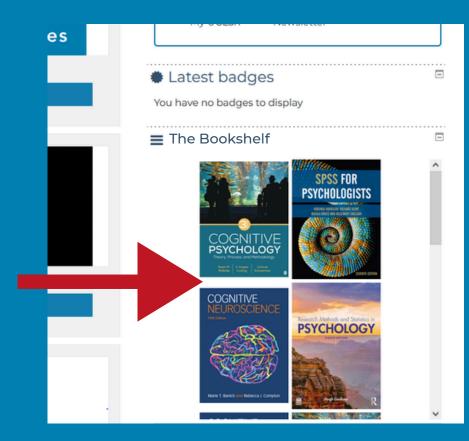


## THE BOOKSHELF GUIDE

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**.

| University of<br>Central Lancashire | ersity of Central Lancashire London   |   |  |  |
|-------------------------------------|---|---|--|--|
|                                     | SXXXXXX<br>DDMMYY<br>Remember username<br>Log in  | Forgotten your username or password?<br>Cookies must be enabled in your browser 🜒 |  |  |
|                                     | Is this your first time here?<br>Login with your seven digit Student Code e.g. 5000000<br>Your Password is your six digit Date of Birth e.g. 130499 |   |  |  |

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.



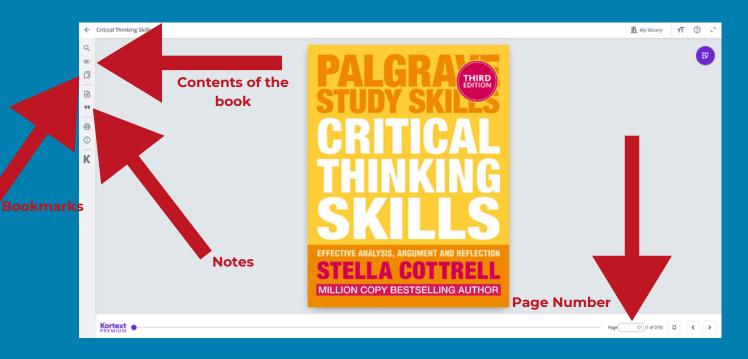


1

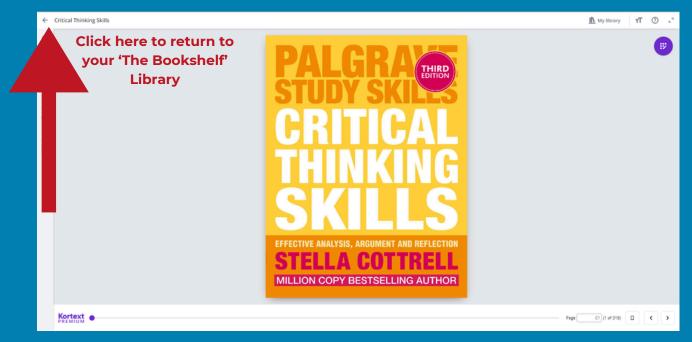
On your screen the book will appear. From there, on the **left side** you can go through search option, contents of the book, notes, bookmarks, (see detailed information below). Additionally, you can select required pages on the **right side** at the bottom of your screen.

3

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.





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

| =<br><u>1</u>       | Kortext<br>PREMIUM Search Kortext<br>Library |  |   | er the topic or 🖷 👩 😨 🕬<br>C name to start                        |
|---------------------|--|--|---|---|
| Ubrary<br>Workbooks | My library <u>Kortext library</u>            | Collections My files   |   | search  |
| Groups<br>K         | Kortext life ty                              | Click here to access<br>Kortext Library  |   | Q. Search Kortext library   |
|                     | Brows<br>The Arts<br>Mathemat d Scie         | Society and Social Sciences  | Economics, Finance, Business and Management   | Technology, Engineering, Agriculture,<br>Industrial processes     |
|                     | Trending no                                  |  |   |   |
|                     | LEADERSHIP L INIP                            | eter G.<br>Por the second se | Anagement and Organisational<br>Behaviour<br>CRUB W<br>CRUB | Closel The Global Business Environment<br>BUSINESS<br>Brindburght |



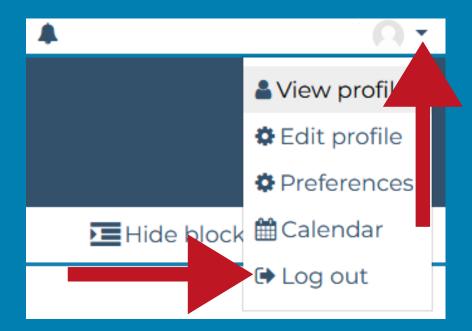


If you are having issues opening any of your textbooks on the Bookshelf, please undertake the following simple steps and this should rectify the issue:

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

|   | 😨 University of Central Lancash | ire × 🚯 403 - Forbidden: Access is denic × | 👋 New Tab | × 📦 New Tab | × |
|---|---------------------------------|--|-----------|-------------|---|
|   | $\rightarrow$ G                 | A https://app.kortext.com/ho               | eclick    |             |   |
|   | Server Error                    |  |           |             |   |
| <b>403 - Forbidden: Access is denied.</b><br>You do not have permission to view this directory or page using the credentials that you supplied. |                                 |  |           |             |   |
|   |                                 |  |           |             |   |
|   |                                 |  |           |             |   |
|   |                                 |  |           |             |   |

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.

> For more information or further assistance please contact Learning Resources Centre:

