University of Central Lancashire London Digital Library Guide



University of Central Lancashire London



Outline

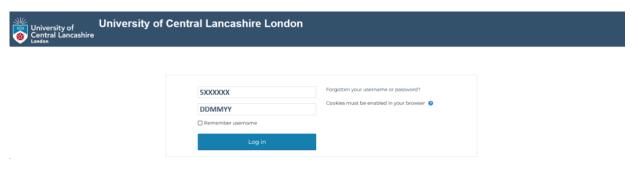
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STEP 1:

Select the preferred browser (Microsoft Edge, Google Chrome, Firefox, etc.) on your desktop.

STEP 2:

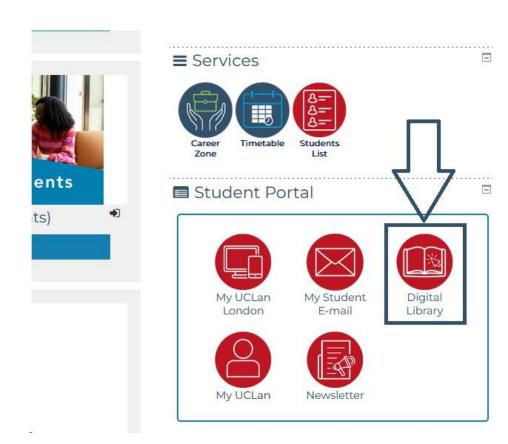
Go to https://vle4.myonlineuni.org/login/index.php and log-in with your username and password. Your Username is seven-digit Student Code e.g. **5XXXXXX** and the Password is your six-digit Date of Birth e.g. **DDMMYY**.



STEP 3:

Once you logged in to your VLE account, scroll down the page until you will see on the right side of your screen the section **'Student Portal'**. Click on **'Digital Library'** icon to access Digital Library.

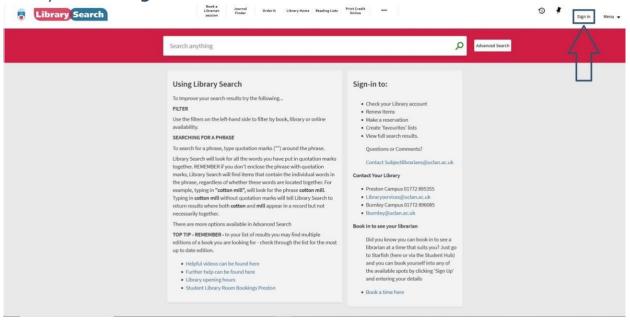






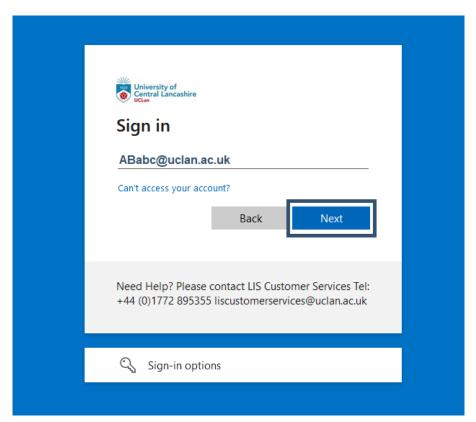
STEP 4:

You will be directed to the UCLan Library Search homepage. To login into the Digital Library click on **'Sign In'**.



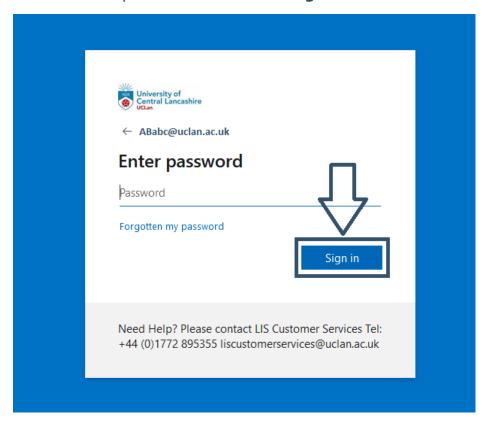
STEP 5:

Once you clicked on 'Sign In', the page will direct you to login to your Student Email account. Enter you student email address e.g. ABabc@uclan.ac.uk and click 'Next'.



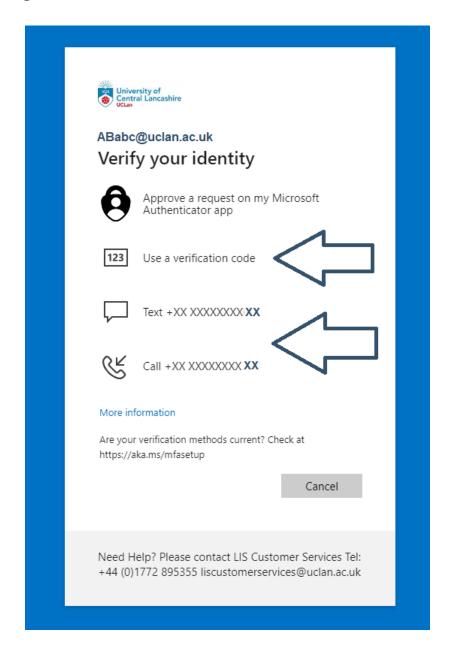


STEP 6: Enter your student email password and click on 'Sign in'.





<u>STEP 7:</u>
Approve your sign in with one of the **Multi Factor Authentication** method.



Please note that, if you sign into your student email account for the first time the Microsoft will require **to set up two-step verification**. For the steps of how to **set up two-step verification** please <u>click here.</u>

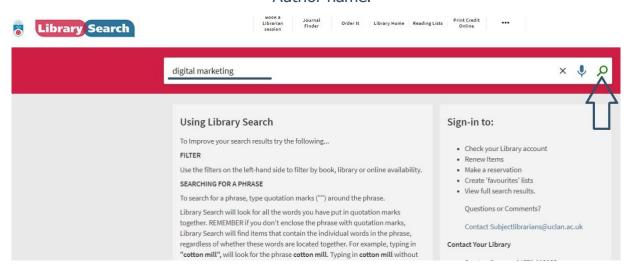


Using 'UCLan' Academic Search Engine

STEP 1:

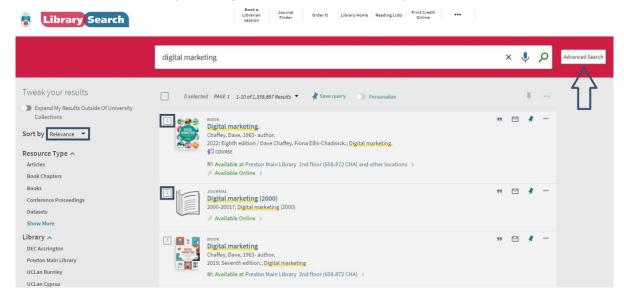
Once successfully logged in with your Student Email, you will have full use of the 'Library Search' function. In the search box simply type your search term. You can search for various criteria, including but not limited to:

- A topic search;
- A subject search;
- Title of a resource;
 - Author name.



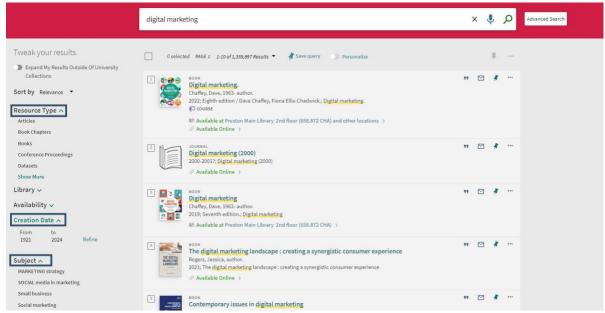
STEP 2:

The results will display in a list sorted by **Relevance** first, meaning how closely the results match what you were searching for. You can also order the list by **DATE**, **AUTHOR**, or **TITLE** by clicking '**Advanced Search'** option.





Additionally, you can filter your search results by using the options down the left of the screen. This can help you refine your search by factors such as **Resource Type**, **Creation Date** and **Subject**. Using filters can help you if your search is returning too many results, or if you want to be more precise.

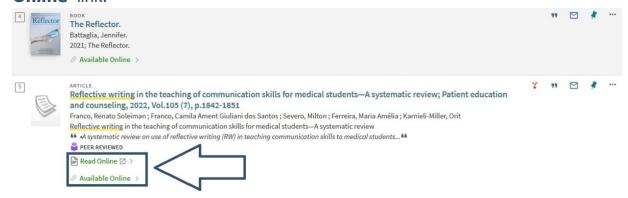




Accessing Online Library Resources

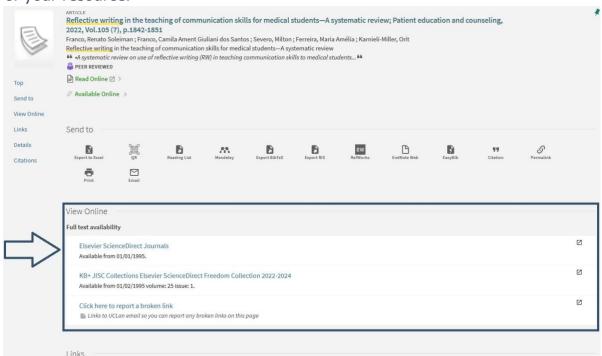
STEP 1:

Now that you have found some resources to use, you'll be able to access and use them for your assessments. Once you want to access the resource, click on 'Available Online' link.



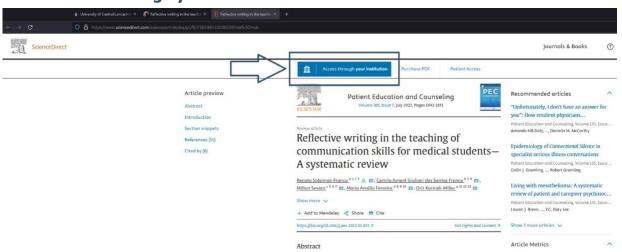
STEP 2:

The page will direct you to the available link for resource access. Click on the first link of your resource.

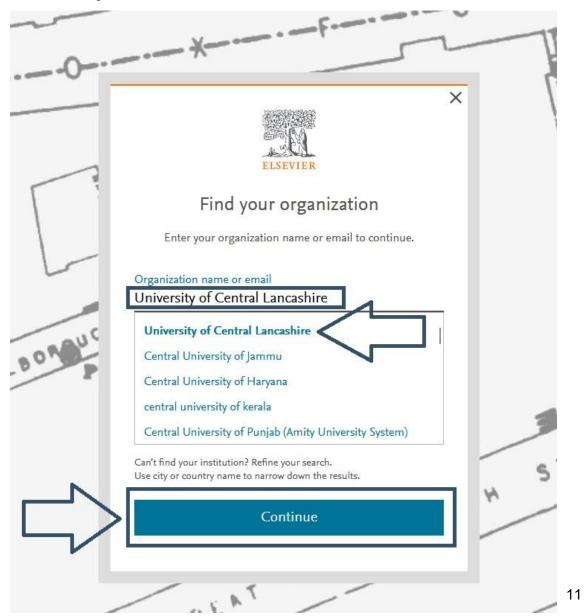




<u>STEP 3:</u> Select 'Access through your institution'.



<u>STEP 4:</u> Enter **'University of Central Lancashire'** and click **'Continue'**.





STEP 5:

Once you have accessed the article through the institution, click on **'View PDF'** to access and view the article.



STEP 6:

To download and save the article to your local device, click the **'Download'** icon at the top of the right side of the PDF view.

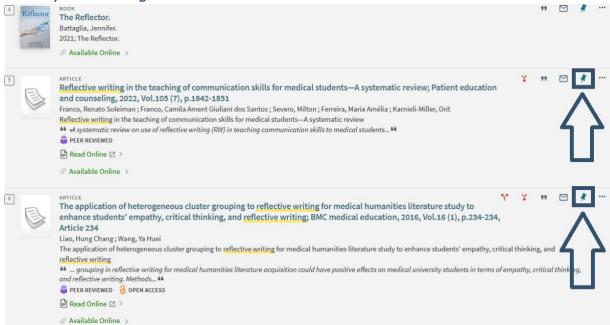


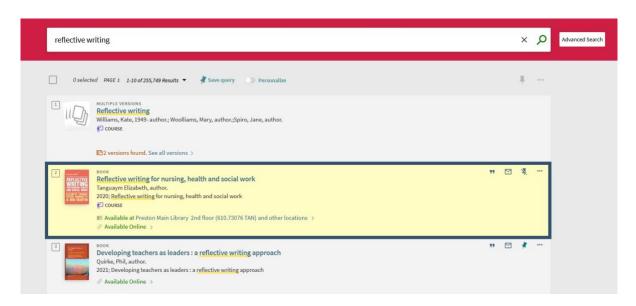


Storing Available Materials such as books, articles, chapters

STEP 1:

You can store the available materials to review it later. To store the found materials for further reading, click on the **'Pin'** icon. The saved materials will be highlighted in the yellow background.

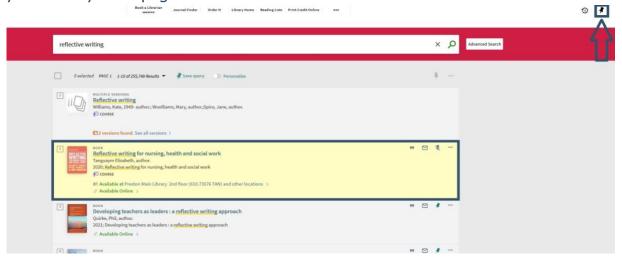


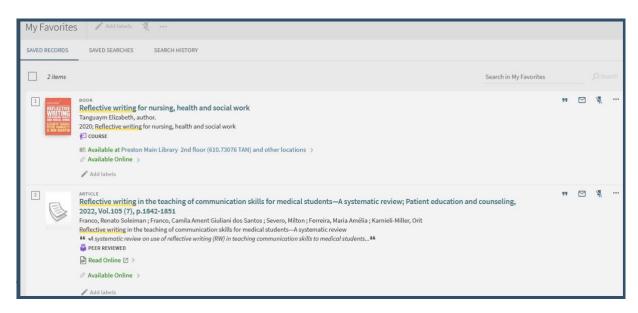




STEP 2:

To access your saved materials, click on the 'Pin' ice at the top of the right side of your Library homepage.







Contact Us Information

For more information or further assistance on **Digital Library**, please contact Learning Resources Centre:

learningresources@london.uclan.ac.uk

Alternatively, join **LRC Online Live Support Chat** from the link below:

https://zoom.us/j/98127357206809

Our LRC Online Live Support Chat Opening Hours:

Term-Time hours:

Monday - Friday 9:00 - 17:30

Saturday -9:00 - 16:30

Non-Term-Time hours:

Monday - Friday 9:00 - 17:30