♦ Go to the library’s web page (http://library.sullivan.edu)
♦ Click on the Databases button. You should see the master list of databases. Select the database you are interested in accessing.
♦ A login box will appear on the screen.

Within this login box:

- Type your student ID (also known as a User Name) in the User Name box. (example: jdowns1234). NOTE: Your user name is located on your Sullivan University ID card or your schedule card.
- Type your password in the Password box (usually your social security number without hyphens). NOTE: Even if you are an online student with a different password, use your SS# without hyphens.
- Click OK.
- You will be taken to a the main interface of the database you have selected.

NOTE: If you are accessing the databases off-campus, we have had a number of users reporting problems when using the America Online (AOL) browser screen and/or browsers other than Microsoft Internet Explorer (IE). If you are using a browser other than Microsoft IE and are experiencing problems, you will need to switch your browser screen to the Microsoft Internet Explorer (Microsoft IE) browser. To go to Microsoft IE, minimize your current browser and look for the icon to Microsoft IE (it will be a big, blue E). If not on your desktop, go to the START menu, then PROGRAMS to find.

If you continue to have problems accessing the electronic databases after following the above procedures, please follow the troubleshooting steps listed on the Articles and E-Books web page. If these steps do not work, please call the library at 502-456-6773 or the IT department at 502-413-8800 or 1-800-844-1354, ext. 8800.