Logging in to the Sullivan University System’s Library Websites

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For the Fall 2014 Quarter, the Sullivan University System’s Libraries launched a new website with enhanced functionality. The new site has the same features as the old one, but some of them have been moved to make them easier to find. In this document, we will go over logging into the site, as well as accessing the Libraries’ databases.

Accessing the Libraries’ Websites

If you are familiar with the old website’s authentication method, the new method of logging in is very similar. First, visit the Libraries’ webpage in your browser of choice.

- For Sullivan University Louisville and Sullivan University Online students, visit the Library at http://library.sullivan.edu.
- For Sullivan University’s Lexington campus, visit http://lexlibrary.sullivan.edu/.
- For SCTD, visit http://library.sullivan.edu/sctd/SitePages/Home.aspx.
- For Spencerian Louisville, visit http://library.sullivan.edu/spenlou/.
- For Spencerian Lexington, visit http://library.sullivan.edu/spenlex/.

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The Libraries’ Website

The following is a screenshot of the Library’s website. We will be using Sullivan University’s Louisville campus website as an example for this demonstration.

The website contains many new features, but the ones that students found useful have been preserved. The website is in a constant state of improvement, so some small details may change. However, the major features will remain as they are.
Logging into the Libraries’ Website

Now that you are on the site, click the “Sign In” button in the extreme top-right corner of the screen.

When this happens and you are on-campus, it will simply let you in. When you are off-campus, a box will pop up and ask you to provide your user name and password. Please see the next page for an image of what the box will look like in different browser types.

Your user name is your student ID. Before typing in the user name, you will need to type “suscorp\”. For example, if your username is jsmith1234, you will type the following:

\suscorp\jsmith1234

Your password is the same one you use for the Student Portal. It is not the same as your ANGEL password. For new students, it is typically your social security number.
After you type in your credentials, you will be logged into the Libraries’ website! If you are unable to log in, please contact your library for assistance. Contact information is available on your Library’s webpage.

Here is what the log in boxes look like on most browser types:

**Google Chrome**

**Mozilla Firefox**

**Internet Explorer**
A Quick Note about Online Classes:

Sometimes you will be given a link to a webpage on the Libraries’ site that is other than the homepage, and it will require you to authenticate. The first thing you see will be one of the login boxes on the previous page. You will need to log in the same manner as we discussed. Once you log in, however, you will be directed to the page you were originally sent to, not the homepage.

Accessing The Libraries’ Databases:

If you wish to access the Libraries’ databases, you will need to log in as we previously discussed. Once you are in, you will need to click the “Articles” button in the center of the page:
You will then be taken to the following page:

**Note:** If you click on the “Articles” button without logging in, you will see the following screen:
Note that the list of databases does not appear if you are not logged in. You will need to click the “Sign In” button at the extreme top-right, and log in. Once you’re in, the list of databases will appear.
Now, you can scroll down the list of databases and select one that you would like to use. For example, you may wish to use the EBSCOhost database.

Simply click on the name of the database.
Congratulations! You’re in! It’s just that simple.

What to Do When Things Go Wrong

If you’ve followed the instructions and cannot get access to the databases you need, don’t panic! Simply contact your librarian. For Sullivan University’s Louisville campus and Online division, simply call us at (502) 456-6773, or email us at libcirc2@sullivan.edu. For our other libraries, you need only visit http://library.sullivan.edu/SitePages/OtherCampus.aspx for contact information.