

**CAREFULLY FOLLOW THESE STEPS TO ACCESS LIBRARY DATABASES OFF-CAMPUS.**

<b>STEP 1</b>	Direct your browser to the following Internet address: <a href="http://www.saddleback.edu/library">www.saddleback.edu/library</a>
<b>STEP 2</b>	On the <u>left side</u> of the <i>Saddleback College Library Main Page</i> , click on <b>Journals/Magazines</b> .
<b>STEP 3</b>	Below Journals and Magazines: Find Articles in Online Databases, click on <b>OFF CAMPUS ACCESS</b> .
<b>STEP 4</b>	On the <i>Off Campus Access Page</i> , scroll down to and click on the <u>third database from the top</u> : <b>ProQuest Magazines and Journals</b> .
<b>STEP 5</b>	The “challenge screen” shown below will appear. Enter your <b>username</b> and <b>password</b> .



① “**What is my username?**” It is the first part of your Saddleback College student email address, dropping “@saddleback.edu”.

For example, virtual student Sandra Verduga’s student email address is: [sverduga1@saddleback.edu](mailto:sverduga1@saddleback.edu) Therefore, her username is “sverduga1” (omit quotation marks).

*Be sure to use lower case letters only. Leave no spaces. Don’t forget the final number. Many usernames end in zero (“0”), so enter it, if it is part of your username.*

② “**What is my password?**” It is a unique six digit number assigned to you when you register. It can be found on many official college registration documents that you receive; and it appears on your student photo ID if you have one.

③ **Important:** It is easy to confuse your student identification number with another number that also occasionally is used as a password. This number is your “**PIN+00**”. Typically, your PIN is the last four digits of your Social Security number. When used as a password, two zeroes are added to the four. For example, if your social is 345-67-8901, you PIN is 890100.

④ The password you need to access periodical databases from home is **NOT** your PIN+00. Check registration documents for a 6-digit number. If it does not end in “00”, it most likely is your password. Type it in, leave no spaces. As you type in your number, you will see “**dots**” (••••••) instead of numbers for security reasons.

Librarians can help you to determine your username if you don’t know it. But we do not have authority to determine what your password is.

Note that your computer security settings may be the reason why you cannot access databases from home. You may need to consider lowering your Internet security settings while using the databases, or temporarily take down your fire wall. This may put your system at risk. If you still cannot access the databases, call the reference librarian at 582-4525. The librarian will walk through the process with you, but will not be able to comment as to your PC settings or technical issues.