

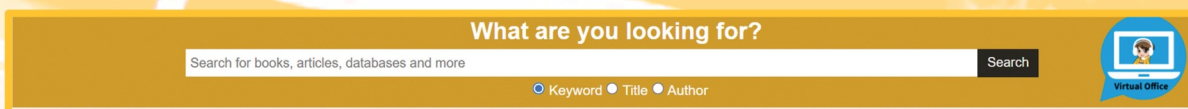


How to ***access*** the library's electronic resources ***remotely***

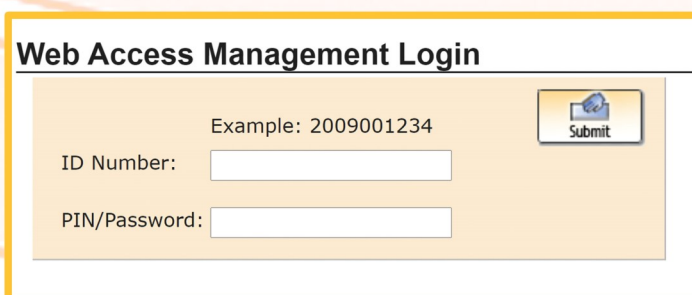
1 Using the Search Bar

STEP 1: Go to the Library's website at ***www.library.ust.edu.ph***

STEP 2: Type the **Keyword**, **Title**, or **Author** of the material that you are looking for in the **search bar** then click **Search**.

A screenshot of a library search bar. It features a white input field with the placeholder text "Search for books, articles, databases and more". Above the input field is a dark blue header with the text "What are you looking for?". To the right of the input field is a dark blue "Search" button. Below the input field are three radio buttons labeled "Keyword", "Title", and "Author", with "Keyword" selected. To the right of the search bar is a circular icon with a person and the text "Virtual Office".

STEP 3: To access the materials, key in your **ACTIVE Library Account** (ID Number* and Password) then click **Submit**.

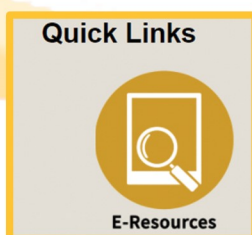
A screenshot of a "Web Access Management Login" form. The form has a white background with a yellow border. At the top, it says "Web Access Management Login". Below this, there is a section with a light orange background. In this section, there is an "Example: 2009001234" and a "Submit" button with a blue icon. Below the example, there are two input fields: "ID Number:" and "PIN/Password:". The "ID Number:" field is highlighted with a yellow border.

* Input your **10-digit student number**, the **last 6 digits of your faculty number**, or your **4-digit employee number**.

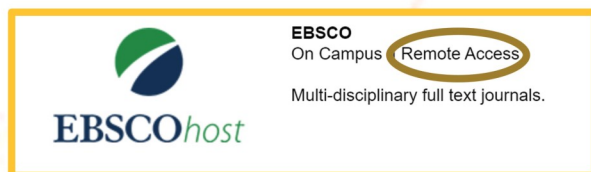
2 Using the E-Resources Quick Link

STEP 1: Go to the Library's website at **www.library.ust.edu.ph**

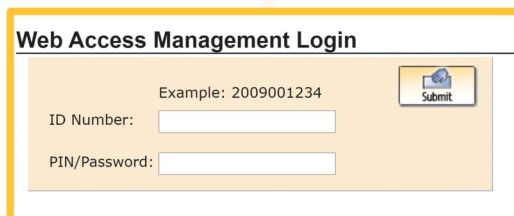
STEP 2: Click **E-Resources** under **Quick Links**.



STEP 3: Choose from the **list of available electronic resources** then select **Remote Access**.



STEP 4: Key in your **ID number *** and **Password** then click **Submit**.

A screenshot of the "Web Access Management Login" form. It has a title bar at the top. Below the title, there is an "Example: 2009001234" and a "Submit" button with a blue icon. Below that are two input fields: "ID Number:" and "PIN/Password:". The "Submit" button is highlighted with a yellow border.

*** Input your 10-digit student number, the last 6 digits of your faculty number, or your 4-digit employee number.**

If a Security Certificate warning appears

STEP 1: Stay *calm*. Do *not* panic.

STEP 2

Click

Advanced

STEP 3

Click

Proceed to 0-accessmedicine.mhmedical.com.ustlib.ust.edu.ph (unsafe)



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library@ust.edu.ph