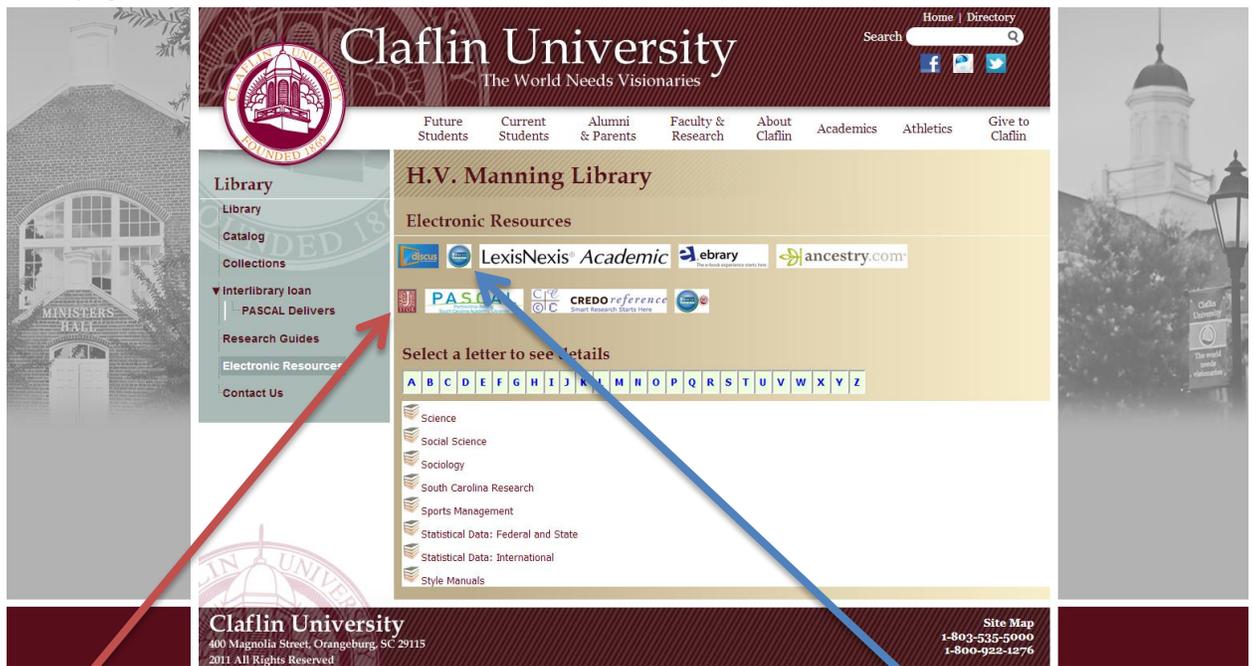Accessing Claflin Databases from off-campus

Steps to access Claflin's H. V. Manning Library Resources from off campus

1. Go to the H. V. Manning Library's webpage on your web browser. The link to our webpage is http://www.claflin.edu/future-students/library/library
2. On the left side of this webpage, there is a "Chat with the Librarian" feature that you can use any time, 24/7. If you have any questions and Claflin Librarians are not available, reference this link!
3. If you need to look for an academic article, newspaper article or other online references, click on the Electronic Resources link on the left side of the page.
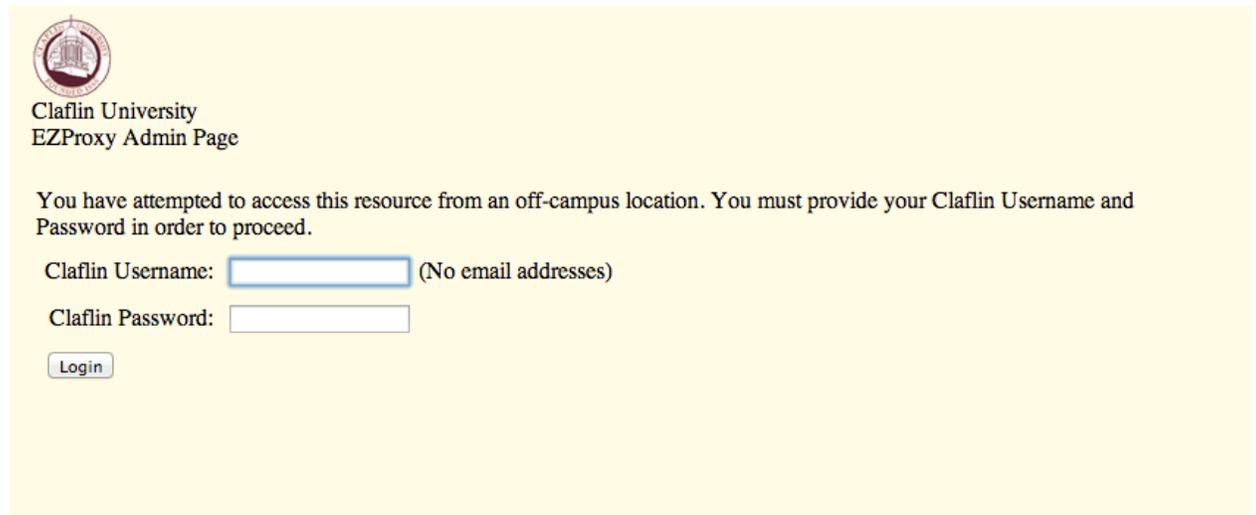4. Your page should look like this:

5. If you need to find a journal article, we recommend searching either EBSCO Host databases or JSTOR (the arrows lead to the icon you need to click to reach that database).
6. When you click on either of these database icons when you are not on Claflin's campus, there will be a yellow pop up window (you will have to be in a web browser that has pop-ups enabled)

that looks like this:

Claflin University
EZProxy Admin Page

You have attempted to access this resource from an off-campus location. You must provide your Claflin Username and Password in order to proceed.

Claflin Username: [_____] (No email addresses)

Claflin Password: [_____]

[Login]

7. This window lets you verify that you are a Claflin Student. In the Claflin Username, enter your Claflin email but leave off the "@claflin.edu" Example: If my Claflin email is tperson@claflin.edu, I would enter **tperson** in the box for Username.

8. For Password, enter the same Password that you use to log into your Claflin Email. If that password has changed or expired, you need to speak to our IT Department. Their phone number is 803-535-5767.

9. If you have not used these databases before or need a refresher, feel free to call either Ms. Morgan Montgomery (803-535-5316) or Mr. Chess Schmidt (803-535-5318) and we would be happy to help walk you through using the databases