

# CVCC LIBRARY QUICKSTART GUIDE

## Off Campus Access to Electronic Library Resources

To research a topic from off campus, go to the **Library Information Reference Page**, which provides a variety of excellent electronic databases. To get there:

- Go to the **CVCC Home page** at [www.cvcc.vccs.edu](http://www.cvcc.vccs.edu) . Under **RESOURCES**, click **Library**.
- You are now at the **CVCC Library** home page. Click **Information Reference Page** (right side).
- You are now at the **Library Information Reference Page**.
- You can also go directly to this page at [www.cvcc.vccs.edu/Library/InformationReference.asp](http://www.cvcc.vccs.edu/Library/InformationReference.asp)
- Under **ELECTRONIC DATABASES**, databases are arranged by subject category. Click on a subject area to view a list of suggested electronic databases.
- If you know the specific database you wish to search, choose the option “[Click here to view an alphabetical listing of the Library’s electronic databases.](#)”
- Choose the database you wish to search. Click on the database title.

Due to licensing restrictions, off campus access is limited to persons associated with CVCC.

- Using databases off campus requires a **Username** and **Password**.
- Here is the **Log In** page you will see.
- Enter your **Username** and **Password** where the arrows indicate (same as you use for your CVCC e-mail and Blackboard). Click **Log In**.

The screenshot shows the CVCC Library Log In page. At the top left is the CVCC logo with the tagline "WHERE YOUR FUTURE BEGINS". To the right of the logo is the text "Central Virginia Community College". In the top right corner, it says "PLEASE LOG IN.". Below this, there is a "PLEASE LOG IN" heading. Underneath, there are two input fields: "My Username" and "My Password". To the right of these fields are two callout boxes: "Username" with an arrow pointing to the "My Username" field, and "Password" with an arrow pointing to the "My Password" field. Below the input fields is a "Log In" button. At the bottom of the form area, there is a link: "New to your college? Look up your username and set your password." with an arrow pointing to it from a callout box that says "Click here to look up your Username and Password." Below this link is the text "I cannot access my account.". At the very bottom of the page, there are links for "Privacy Policy | Terms of Service | Contact Us".