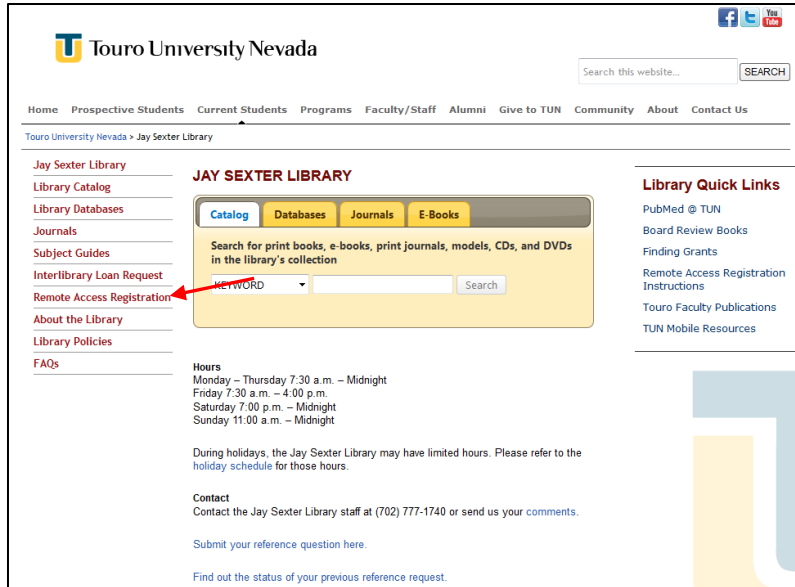


Remote Access Registration Instructions

Disclaimer: Some of the pages you encounter may not match these screenshots, but will have similar functionality

- **Registration**

- To register for remote access, go to the library's homepage: <http://tun.touro.edu/library>
- Click the [Remote Access Registration](#) link in the left navigation panel.



- Once on the registration page, fill in all of the boxes and create a username and password.
 - Use your **14-digit Library barcode number** (check your Library User Agreement or the back of your TUN ID badge) in the **Touro ID** box. **Do not** include the spaces in your barcode number.
 - Use your TUN email address (if you have one) in the **Email** field.
 - Make sure to read the library's **terms of use** and check the **"I agree to the terms above"** box.
 - By agreeing to our terms, you promise to use our resources appropriately and as directed.
- Click **Submit** when you are finished.

- After submitting your information, you should receive a confirmation message in your browser.

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* You are visitor number 21772788 since January 1, 2000!

LIBRARY USER REGISTRATION

Congratulations, JULIA A.! You have successfully registered for a library user account. We hope that you will be satisfied with your experience using our online services.

We will send you an email at the specified address shortly; registration will **not** be complete until you confirm your email address according the instructions given.

You can now access [online resources](#) using your new username and password.

Please feel free to direct any questions or feedback to systems.library@touro.edu. Thank you!

Problem with your account?

Please describe your problem in the form below, and our staff will work with you to resolve it.

Describe problem here

Submit

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- You must then access the email account you provided in the **Email** field to **confirm your email address**.
 - You should receive an email from systems.library@touro.edu that contains a hyperlink. Click the link to confirm your email address.
 - If you do not receive an email message, be sure to check your **spam filter**.
 - You should receive a confirmation message after confirming your email address.
 - You are now registered for library remote access. Use the username and password you created to access the library's electronic resources while off-campus.

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[Click here](#) to log in.

Please feel free to direct any questions or feedback to systems.library@touro.edu. Thank you!

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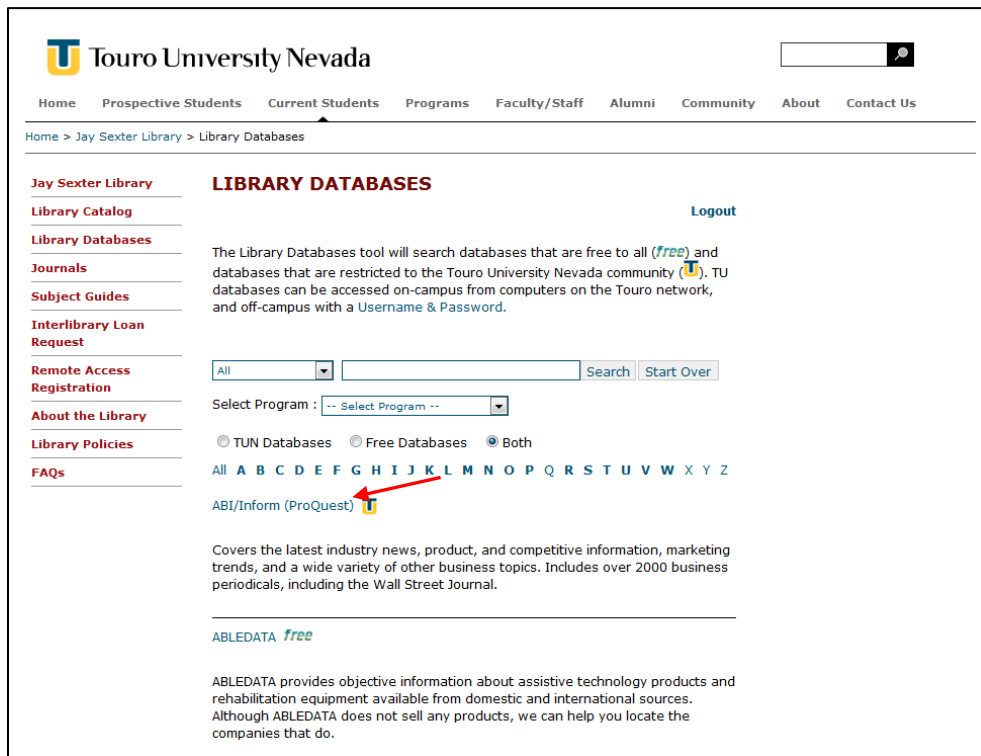
DO NOT share your username or password with anyone!

- **Logging In**

- You will be prompted to log in to use the library’s electronic resources **only if you are off-campus**.
- The log in screen will only appear after you have attempted to access a library database, ebook, ejournal, or other electronic resource by clicking a link on the library’s website.
- When you encounter a log in screen, enter the **username and password** you created during registration into the log in boxes and click the **Sign In** button.



- After logging in, you will automatically be logged out after 15 minutes of browser inactivity. If this happens, click the link for the resource you were using and log in again.

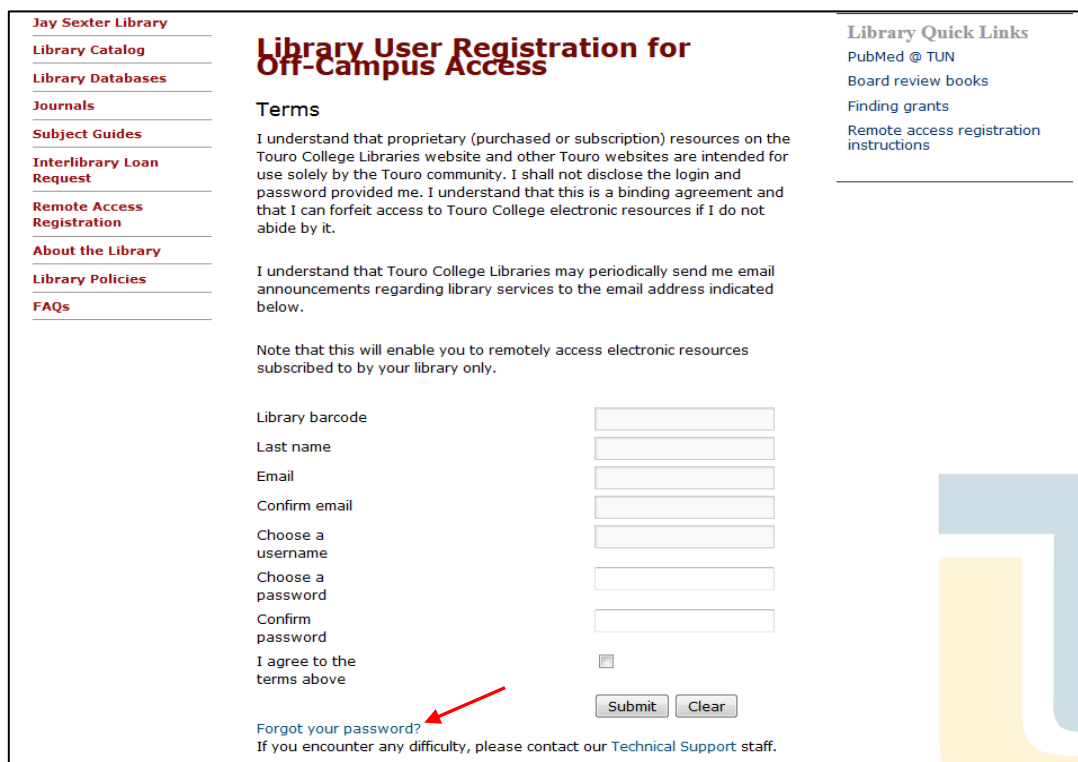


- **Troubleshooting – Forgotten Username/Password**

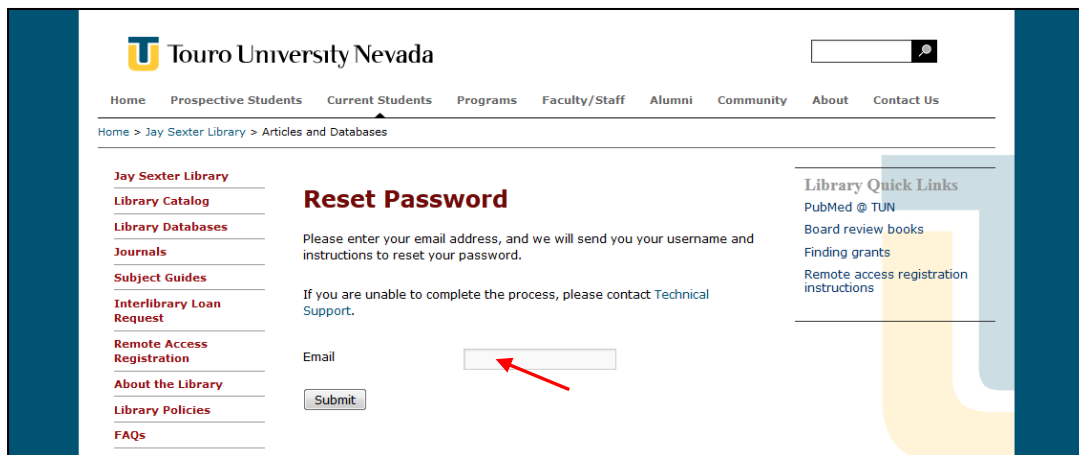
- If you have forgotten your username or password, click the “[Forgot your username or password?](#)” link on the log in screen.



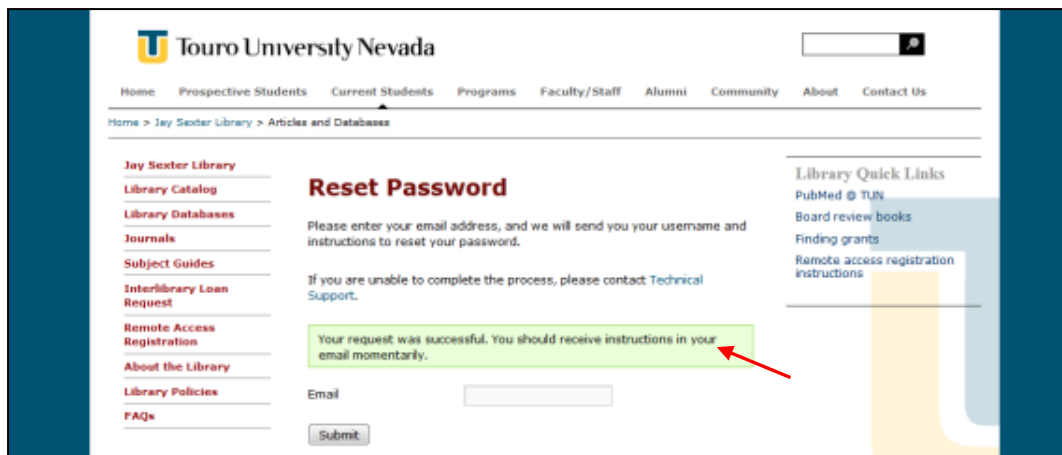
- You may also use the “[Forgot your password?](#)” link on the [Remote Access Registration](#) page.



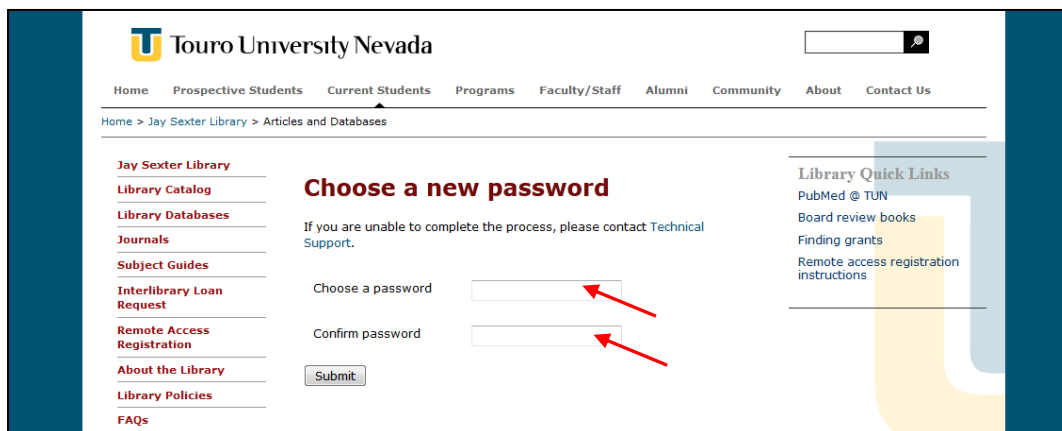
- Either link will take you to the [Reset Password](#) page, where you may request a reminder of your username and reset your password.
 - Type the email address you used to register into the **Email** box and hit **Submit**.



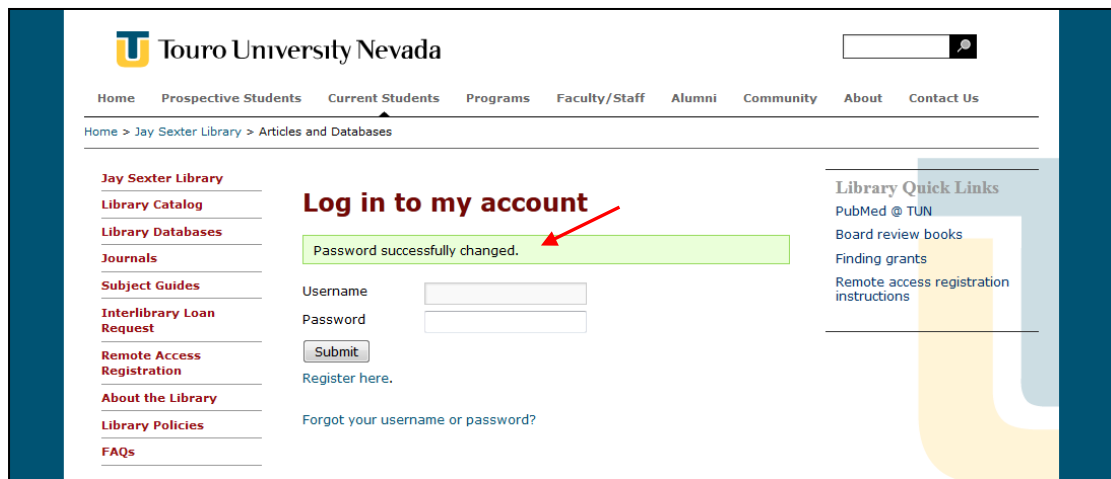
- If you submitted the correct email address, you should see a confirmation message in your browser.



- You should then receive an email message from Touro containing your username and two hyperlinks. Click the **first** (longer) link in this message to reset your password.
- You will then be taken to a page where you can create a new password. Enter your new password twice and hit **Submit**.



- You should receive a confirmation message after changing your password.
- Once you have changed your password, you should be able to use your username and new password to access the library's electronic resources.



- **Troubleshooting – Registration, Login, and Database Problems**

- To report issues with registration, logging in, using TUN databases, etc., please contact the library:
 - Phone: (702) 777-1740
 - Email: library@tun.touro.edu
 - The library faculty and staff are available:
 - Monday – Thursday: 7:30 am to 5:30 pm
 - Friday: 7:30 am to 4:00 pm
- When reporting problems, please provide the following information:
 - The database you were trying to use.
 - The time/date when the problem occurred.
 - Any error messages you received.
 - Other key details about the situation.
 - Your contact information, including an email address and a phone number.
- If you have registered and cannot log in:
 - Make sure you are using the correct username and password; your password is **case-sensitive**.
 - If you cannot remember your password, use the [Forgot your password?](#) link to reset it.
 - Try logging in several times.
 - Clear your browser history and cache, close and restart your browser, and try to log in again.
 - If none of these methods work, please contact the library.

Remember: DO NOT share your username or password with anyone!