
Checklist for SLED and Distance Learning students

1. Make sure you have a username, password and PIN

You need a University of Bradford username and password in order to access the computer network (on campus), your email account, Blackboard and certain electronic journals and databases.

You should have been given a **username** and **password** when you registered as a student. If not, go to Welcome Desk in the JB Priestley Building or e-mail: reception@bradford.ac.uk

Your username cannot be changed, your password can be changed, if you wish to change your password or need to request a new password if you have forgotten it, go to the following web page: www.bradford.ac.uk/lss/it-services/password

You should also have received a 4-digit **PIN** number. If not, you can find yours by logging onto E-Vision, there is a link to E-Vision from the university's internal home page www.bradford.ac.uk/internal (look under the Quick Links section on the right hand side).

Once logged onto E-vision, your PIN will be displayed on the first page, top right hand corner.

2. Check your email account

Log on to your email account from <http://www.bradford.ac.uk/lss/it-services/email/> (Look under quick links from the university internal home page).

You can check your account anytime, anywhere. Please remember to check it regularly; it is the main method of communication between the University and you. The library will send you an email a couple of days before your books are due back so you can renew them online, and we will also let you know if you are late returning an item and have a fine. It is your responsibility to check your email regularly.

3. Find your Athens password

Your Athens username and password have been sent to your Bradford email account (with the subject "Access to library resources"). You use them to prove that you are a member of the University when using some electronic journals and databases. Make sure you keep the details of your Athens account in a safe

place. If you use one of the subscription services that require an Athens username and password, you will be asked for your username and password.

You can change your password to something more memorable by visiting MyAthens at <http://auth.athensams.net/my/> and choosing 'My account'.

If you lose your password you can have it reset and emailed back to you by filling in an online form at <http://www.brad.ac.uk/iss/athens.php>

4. Using your card for photocopying and printing

You can add value to your student card for photocopying or printing using the pay-station on the ground floor of the JB Priestley library. See the link below for details. <http://www.brad.ac.uk/library/services/photoco.php>

You can also use a cash or credit card to add value to your student card – visit the library counter or phone 01274 233301

5. Familiarise yourself with the library services

The library web pages give you lots of information about using the library, i.e. the number of books you can borrow and the opening times. There is also a link to the library catalogue. <http://www.bradford.ac.uk/library/index.php>

6. Help and advice

If you need any help with any of the library services, or resources, please get in touch with us. We are here to help you access the resources and find information for your assignments. You can either email me on m.introwicz@bradford.ac.uk leave a message on 01274 233373 or come to room 1.6 in the JB Priestley library.

Maria Introwicz, SLED & Distance Learning Librarian.

JB Priestley Library, Room 1.6