

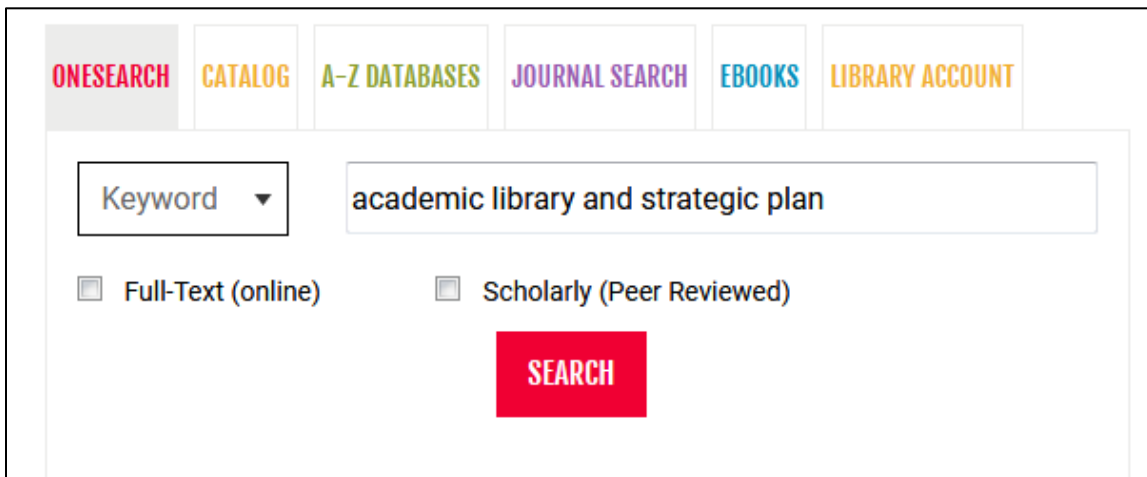
Lewis J. Ort Library

Logging into *OneSearch* from Off Campus

When you are off-campus, you can search *OneSearch* but until you log in, you will not be able to access any full-text articles. This handout will show you how to log into *OneSearch* in order to access full-text articles and e-books from off-campus.

First go to the library's home page: <https://www.frostburg.edu/library/>

You can enter your keyword(s) in *OneSearch* just like you would if you were on-campus. Once you enter your keyword(s), select the Search button.

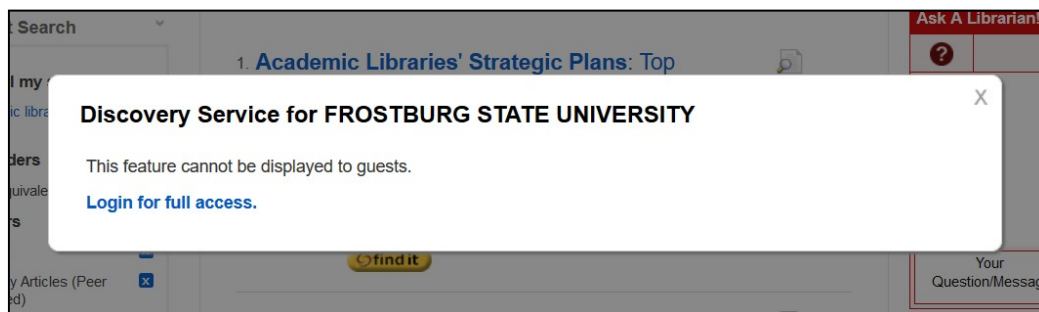


The screenshot shows the library's search interface. At the top, there are six navigation tabs: **ONESEARCH** (highlighted in red), **CATALOG** (orange), **A-Z DATABASES** (green), **JOURNAL SEARCH** (purple), **EBOOKS** (blue), and **LIBRARY ACCOUNT** (orange). Below these tabs is a search area with a dropdown menu labeled "Keyword" and a text input field containing the text "academic library and strategic plan". Under the input field are two checkboxes: ☐ Full-Text (online) and ☐ Scholarly (Peer Reviewed). A large red **SEARCH** button is positioned below the checkboxes.

The results screen will come up. At the top of the screen, it will tell you to log in for full access.

Hello, Guest. Login for full access.

If you click on an item before logging in, a screen will pop up telling you that you need to log in for full access.



Once you select Log In, either in the top yellow bar or when you get the popup box, you will get the following screen that asks for your barcode and last name.

Your barcode is the 14 digit number on your FSU ID. If you do not have an ID, please see the Handout **Finding Your 14 Digit Barcode** which will show you how to find the barcode in PAWS.

Log in to Library Services
University System of Maryland and Affiliated Institutions (USMAI)

Campus affiliation: **Frostburg State University**

Your ID/barcode:
enter the 14 digit number from your ID;
do not enter spaces

Your last name:

Once you are logged in you will be able to access full-text articles and e-books within *OneSearch*.

Note: The browser that you are working in should remember your barcode and last name while you are searching within *OneSearch*. However, if you close your browser, it may not remember your barcode and last name and might prompt you to log into the *OneSearch* again.

For additional assistance:

- Stop by the Library Services Main Desk on the 3rd floor
- Call 301-687-4395
- E-mail libref@frostburg.edu

