

# SETTING YOUR LIBRARY ACCOUNT PASSWORD

Our new library system is cloud-based. Accessing licensed resources now requires that you set credentials to use this environment.

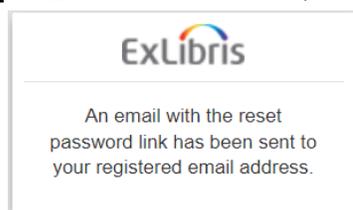
- 1 Go to <https://usm.maine.edu/library>. Locate **LibrarySearch** and click the **magnifier icon to the right of Almost Everything**. You may also access LibrarySearch by going to [https://maine.primo.exlibrisgroup.com/discovery/search?vid=01MAINE\\_INST:USM](https://maine.primo.exlibrisgroup.com/discovery/search?vid=01MAINE_INST:USM)



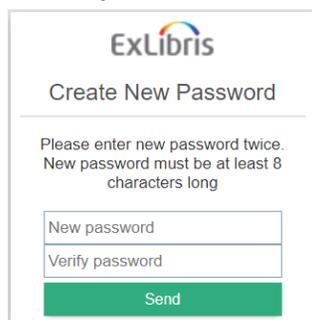
- 2 LibrarySearch now appears. Look to the right and click **Sign in**.



- 3 Key new credentials to use this environment.
  - a. Click **I am a community borrower**. Do this even though you are retired and have an @maine.edu email account. **Do not** click "I have a maine.edu account"
  - b. Click **Need help signing in?**
  - c. Click **Click here to reset password**.
  - d. Skip the User ID field, **enter your full email address in the example@domain.com** field, and click **Send**.

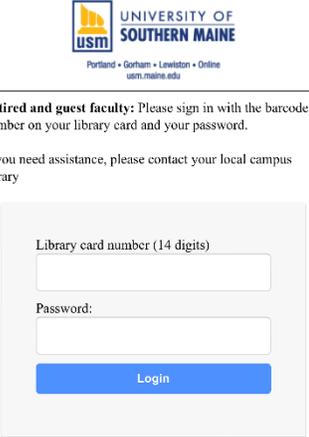


- e. **Open your email application**, wait for noreply memo to appear, and follow instructions.
- f. **Enter your password in the New and Verify fields**. You can continue using your old library barcode number or choose something else.



# AUTHENTICATING FOR ACCESS TO USM & UM SYSTEM LICENSED RESOURCES

When you attempt to access these, you will click through the first two prompts below to get to the third prompt for authentication:

<p>1. Click <b>Retirees and Guest Faculty Log in.</b></p>  <p>The screenshot shows the 'Maine's Public Universities' logo and the text 'Welcome to the University of Maine System Libraries'. Below this, it says 'Please log in to access resources:' and lists two buttons: 'Student, Faculty, and Staff Log In' and 'Retirees and Guest Faculty Log In'. The second button is circled in red. At the bottom, it says 'If you need assistance, please <a href="#">contact support.</a>'</p>	<p>2. Click <b>University of Southern Maine.</b></p>  <p>The screenshot shows the text 'Welcome to the University of Maine System Libraries' and 'Please choose your campus affiliation'. Below this is a list of campus affiliations: University of Maine Augusta, University of Maine Farmington, University of Maine Fort Kent, University of Maine Law, University of Maine Orono, University of Maine Machias, University of Maine Presque Isle, and University of Southern Maine. The last option is circled in red. At the bottom, it says 'If you need assistance, please <a href="#">contact support.</a>'</p>	<p>3. Enter your <b>full email address in the "Library card number (14 digits)" field and your password in the "Password" field.</b> This combination will work.</p>  <p>The screenshot shows the University of Southern Maine logo and the text 'Retired and guest faculty: Please sign in with the barcode number on your library card and your password.' Below this, it says 'If you need assistance, please contact your local campus library'. The login form has two input fields: 'Library card number (14 digits)' and 'Password:'. A blue 'Login' button is at the bottom.</p>
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# ACCESSING YOUR LIBRARY ACCOUNT TO MANAGE BOOK CHECKOUTS & REQUESTS

Use the **Sign In** link in LibrarySearch at the beginning of this email.