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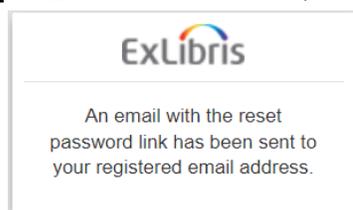
1. Go to https://usm.maine.edu/library. Locate **LibrarySearch** and click the **magnifier icon to the right of Almost Everything**. You may also access LibrarySearch by going to https://maine.primo.exlibrisgroup.com/discovery/search?vid=01MAINE_INST:USM
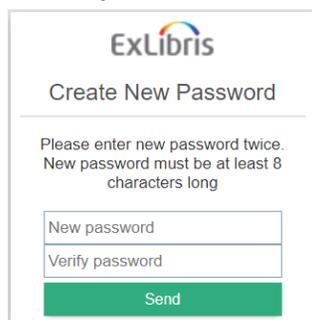

2. LibrarySearch now appears. Look to the right and click **Sign in**.

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**.
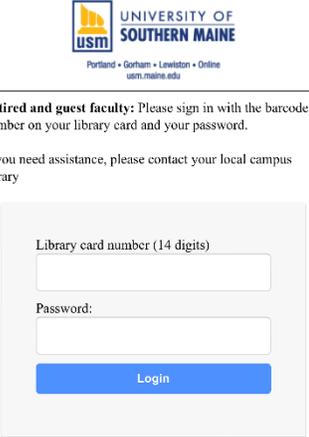   d. Skip the User ID field, **enter your full email address in the example@domain.com** field, and click **Send**.

   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:

1. Click **Retirees and Guest Faculty Log in**.	2. Click **University of Southern Maine**.	3. Enter your **full email address in the "Library card number (14 digits)" field** and your **password in the "Password" field**. This combination will work.

ACCESSING YOUR LIBRARY ACCOUNT TO MANAGE BOOK CHECKOUTS & REQUESTS

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