

Accessing the Databases from Home

For members of the **Loyola College** and **College of Notre Dame** communities who wish to access the Library's periodical databases from off-campus, log on using your library barcode number and last name. Follow these instructions:

1. Go to the Library's homepage: www.loyola.edu/library
2. Go to the database you wish to access. This will prompt you for your library barcode number.
3. Log in with your **library barcode number** (the number on your student/faculty/staff I.D. card, beginning with the numbers 2242... If you do not have an I.D. card or a barcode number, contact the Library Circulation Desk at 410-617-6801), then enter your **last name** (for hyphenated or two-word names, do not use a hyphen or a space between names).
4. Click on **Submit**.

Please call the reference desk (410-617-6802) if you are having trouble with your barcode.

Troubleshooting

1. When you try to log in from home, you get a *Cookie Required* page that starts, "*This is cookie.htm from the docs subdirectory.*"

This message indicates that the security settings on your **computer** are **too high**. In order to access the Library's databases, you need to set your browser to **accept cookies**.

To change cookie settings in **Internet Explorer 6.0**:

1. From the menu bar at the top of the window, select **Tools**, then **Internet Options**.
2. Click on the third tab, marked **Privacy**.
3. If you currently have Custom settings, click on the button marked **Default**.
4. If your security level is set to **Block** [all cookies] or **High**, slide the button down to **Medium High** or lower.
5. Click on the **Apply** button to activate your changes.
6. Click on **OK** to exit the menu.
7. Try logging in again using your library ID and password.

To change cookie settings in **Netscape 7.1**:

1. From the menu bar at the top of the window, select **Edit**, then **Preferences**.
2. Click on the little arrow next to **Privacy and Security**, then click on **Cookies**.
3. Click on the button marked **Default Level**. If the button is grayed out (inactive), you are already on the right screen.

4. Select the option "**Enable cookies based on privacy settings,**" then click on the **View** button next to that option.
5. If your security level is set to **High**, change the setting to **Medium**.
6. Click on **OK** to activate your changes.
7. Click on **OK** to exit the menu.
8. Try logging in again using your library ID and password.

2. You can log in from home, but when you try it at work, you get an error message saying "*Page cannot be found.*"

This message indicates that the security settings on your **network** are **too high**. The normal Internet port is 80, but the library's EZProxy server runs on port **2048**. In order to log in, ask your system administrator to **open port 2048**.

If you still have problems, or you need help changing your settings, please call the Reference desk at 410-617-6802.

tfs 07/04