

**Off-Campus** access to the EMERALD ONLINE LIBRARY for STUDENTS & FACULTY

**Issued 2017**

Each student or faculty member wishing to access Emerald **off-campus** should REGISTER as an individual user and redeem their school's access token for Emerald. **Each student or faculty member should use this link to register ONCE only.**

Click on this link to register:

<http://www.emeraldinsight.com/token/NSYHPDGWQ2EQP59A57DB/default+domain>

Then click the "register" button (as shown below). **Note:** if the student or faculty member already has a personal profile on Emerald, then they should simply use their email address and password to 'Log In', instead of registering again.

The screenshot shows the Emerald Insight website interface. At the top, there is a navigation bar with links for 'Log in', 'Register', 'Help', 'Cart', and 'Admin'. Below this, the Emerald Insight logo is displayed on the left, and navigation links for 'HOME', 'JOURNALS & BOOKS', and 'CASE STUDIES' are in the center. On the right, there is a search bar with a dropdown menu set to 'Resource areas: Emerald Resources' and a search icon. Below the search bar, there is a dropdown menu for 'Articles and Chapters' and a search icon. The main content area is divided into two columns. The left column is titled 'Log in' and contains a form with fields for 'Email or Username:' and 'Password:', a 'Remember me' checkbox, and 'Log in' and 'Clear' buttons. Below the form, there are links for 'Forgotten your password?', 'Shibboleth', and 'OpenAthens'. The right column is titled 'New user registration' and contains a 'Not yet registered?' section with a list of benefits of registration, including a unique user profile, the ability to create favorites lists, and the ability to customize email alerts. A yellow 'Register' button is located at the bottom right of this section. At the bottom of the page, there is a section titled 'Using a token?' with a paragraph of text.

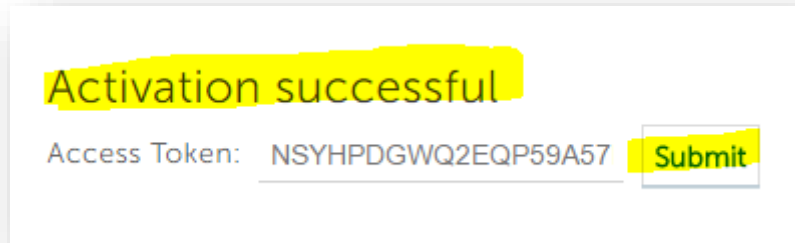
To register, fill in the fields to create **your personal user profile**.

**NOTE:** the email address and password you provide in this form (shown below) will become your new personal login details for accessing your school's Emerald library resources off-campus at: [www.emeraldinsight.com](http://www.emeraldinsight.com)

The screenshot shows the Emerald Insight registration page. At the top left is the Emerald Insight logo. Below it are navigation links for HOME, JOURNALS & BOOKS, and CASE STUDIES. A dark green header bar is present. Below the header, the page title is "Home / Registration". The main heading is "Registration Details". A note states "\* Indicates required fields." The form contains the following fields: "Email:\*" (highlighted in yellow), "Retype email:\*", "Password:\*" (highlighted in yellow), "Retype password:\*", "Title: Select Title" (dropdown menu), "First name:\*" (highlighted in yellow), "Last name:\*" (highlighted in yellow), "Organization:", "Job Title: Select Job Title" (dropdown menu), "Address line 1:", "Address line 2:", "City:", "State/County/Province:", "Postcode:", "Country: Select A Country" (dropdown menu, highlighted in yellow), "Industry: Select Industry" (dropdown menu), and "Phone Number". At the bottom, there is a checkbox for "Tick box if we may add you to our email list." and a CAPTCHA image with the text "Retype the code from the picture:". The CAPTCHA image shows the logo "AX3DJR" and some icons. A "Submit" button (highlighted in yellow) is located at the bottom right of the form.

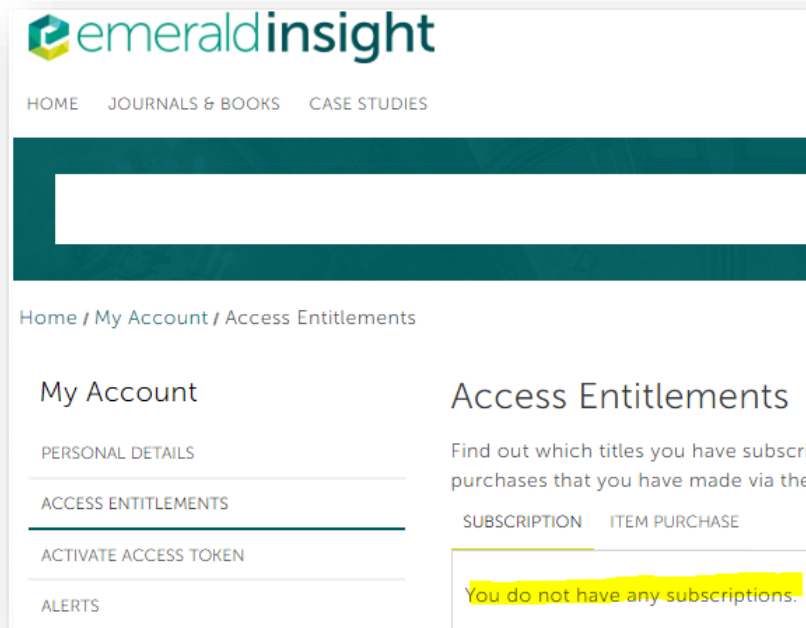
Once you click "submit" to register, an email will be sent from Emerald to the email address you used in the registration form. Click the link contained in that email to verify your email address and to activate your account.

This takes you to the following screen, showing that activation has been successful – click “**submit**”. Note that this page is preloaded with your school’s access token. **Do not change anything in the Access Token box.**



You now have access to your school’s Emerald subscribed journals for when you are off-campus.

As you are logged in as an individual, the chances are that you do not subscribe *personally* to any additional journals on Emerald. It is for this reason you may see the message “you do not have any subscriptions” – do not be worried by this message, as **your school does have a subscription and it is these resources you have full access to:**



You can now search your school’s online Emerald Resources in the usual way. For example, when you click the tab “Journals & Books” and select “only content I have access to” you can see those journals, marked with a solid green box, that you have full text access to, that is, the current edition and full archive of that journal. Those marked ‘partial access’ give full text access from a specified date, usually the date from which the journal became available online.

The screenshot shows the Emerald Insight website interface. At the top, the logo "emerald insight" is visible. Below it, navigation tabs include "HOME", "JOURNALS & BOOKS" (highlighted in yellow), and "CASE STUDIES". A search bar is present below the navigation. The breadcrumb "HOME / BROWSE JOURNALS & BOOKS" is shown. Under "Content Type", radio buttons are set to "All", "Journals", "Books Series", and "Books". Under "Show:", radio buttons are set to "All content" and "Only content I have access to" (highlighted in yellow). An "Icon key:" section shows a solid green square for "You have access" and a green square with a diagonal line for "Partial access" (both highlighted in yellow). The results section shows "Results: 1-20 of 462" and "Page: 1 2 3 4 5 6 7 8 9 10 Next >". A table lists journals with checkboxes, publication names, access status icons, ISSN/ISBN numbers, and content types.

Publication	Access	ISSN/ISBN	Content
<input type="checkbox"/> Academia Revista Latinoamericana de Administración		1012-8255	Journal
<input type="checkbox"/> Academic and Library Computing		1055-4769	Journal
<input type="checkbox"/> Accounting Research Journal		1030-9616	Journal
<input type="checkbox"/> Accounting, Auditing & Accountability Journal		0951-3574	Journal