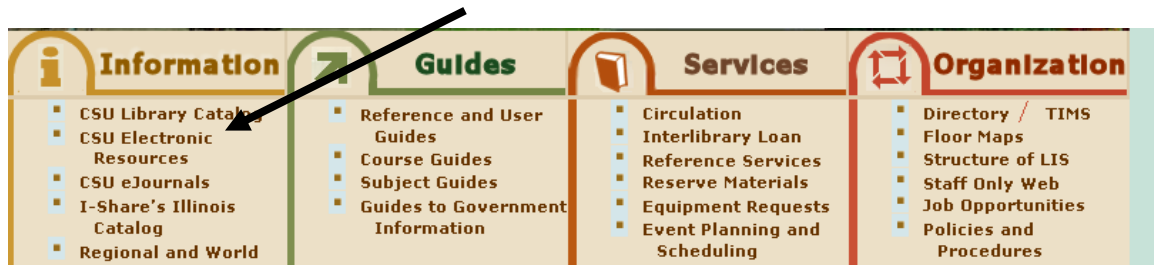


The George Williams
SHORTENED METHOD TO ACCESS DATABASES
FROM OFF CAMPUS

Step 1. Put the following address (URL) into your web browser: <http://library.csu.edu/>

Step 2. Click on “CSU ELECTRONIC RESOURCES” in the first panel on the left.



Step 3. In the new window, click on [Electronic resources—alphabetical list](#). You could also click on a database relevant to a specific content area: Electronic Resources – by subject

i [A note for off campus users of CSU electronic resources.](#)

Find electronic journals by searching databases

[CSU Megasearch](#)

[CSU Megasearch](#) is a way to search multiple CSU online databases and the library's book catalog simultaneously. [Direct link to CSU Megasearch](#)

[Electronic resources—alphabetical list](#)

The library provides access to over 100 electronic databases, many of which are indexes to full-text articles from scholarly journals. URL: <http://library.csu.edu/cgi-bin/eresources/eselect.py>

Electronic resources—by subject

The library provides scholarly full-text articles online. This list of databases is relevant to courses at Chicago State University: [business](#), [chemistry](#), [criminal justice](#), [databases for children](#), [education](#), [health sciences](#), [history](#), [literature](#), [music](#), [news](#), [physical education and recreation](#), and [psychology](#).

Step 4. in the new window click on [Academic Search Complete](#). This database is a good general search engine which is a good place to start. You are now at a new window to continue your login in Academic Search complete.

Chicago State University purchases database access for those who have an association with CSU. You will need to know your CSU e-mail login and e-mail password to access these eresources from off-campus locations.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[Make a New Selection](#)

Click [HERE](#) for more off-campus help.

[A](#)

[Academic Search Complete](#)

Academic Search Complete is a multi-disciplinary full-text database, with more than 5,300 full-text periodicals, including 4,400 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 9,300 journals and a total of 9,810 publications including monographs, reports, conference proceedings, etc. This scholarly collection offers full text coverage of information in many areas of academic study including: archaeology, area studies, astronomy, biology, chemistry, civil engineering, electrical engineering, ethnic & multicultural studies, food science & technology, general science, geography, geology, law, mathematics, mechanical engineering, music, physics, psychology, religion & theology, women's studies, and other fields. The database features PDF content going back as far as 1865, with the majority of full text titles in native (searchable) PDF format. Searchable cited references are provided for nearly 1,000 journals. Academic Search Complete is updated daily.

URL: search.ebscohost.com/login.aspx?authntype=ip,uid&profile=ehost&defaultdb=a9h

Step 5. Continue the login process for Academic Search Complete in the next window. Click on "CONTINUE LOGIN TO ACADEMIC SEARCH COMPLETE."

OFF CAMPUS ACCESS TO ACADEMIC SEARCH COMPLETE

To access any electronic resource from off campus, click on the database you wish to use. An alphabetical list of all electronic resources can be found [here](#).

You will then be asked to provide your CSU e-mail user name and password. Your user name is the first half or first part of your e-mail account - everything up to the @ symbol. For example, if your email account is sjones.csu.edu, your user name is sjones. The required password is the password associated with your CSU e-mail account.

After entering your CSU email user name and password, you will be redirected to the database you wish to use.

If you have questions about your CSU e-mail account or do not have a CSU e-mail account, please visit the Academic Computing Lab in LIB122 in the Douglas Library. They can be reached by phone at 995-3694. If you have questions about the specific database, contact the library's reference desk at 995 2235.

Continue login to [Academic Search Complete](#)

Step 6. This next window requires that you type in your CSU email login and your CSU email password. Then click the LOGIN button.

Please enter your username:

gwilli20

Please enter your password:

●●●●●●●●

Login

Step 7. You can now begin your search for sources in Academic Search Complete.

In the FIND box, type in the words you are searching for.

Click of the FULL TEXT box.

In the PUBLICATION TYPE menu click on “ALL”.

In the DOCUMENT TYPE menu click on “Article”.

In the LANGUAGE menu, you can highlight “English”

Then click SEARCH near the for of the page.

The screenshot shows the search interface for Academic Search Complete. At the top, there is a search bar with the text "Find: search terms" and a dropdown menu for "in" with the option "Select a Field (optional)". To the right of the search bar are buttons for "Search" and "Clear". Below the search bar are three rows of "and" dropdown menus, each followed by a text input field and a "Select a Field (optional)" dropdown menu. A link "Add Row" is located to the right of the third row. Below these is a dropdown menu for "in:" with the selected option "Academic Search Complete" and a help icon. Below that is the text "(Searching: Academic Search Complete)".

The main section is titled "Limit your results:" and contains several filters:

- Full Text:**
- References Available:**
- Scholarly (Peer Reviewed) Journals:**
- Published Date from:** Month Year: to Month Year:
- Publication:**
- Publication Type:** A dropdown menu with options: All, Periodical, Newspaper, Book. The "All" option is selected.
- Document Type:** A dropdown menu with options: All, Abstract, Article. The "Article" option is selected.

Arrows from the text above point to the "Full Text" checkbox, the "All" option in the "Publication Type" dropdown, and the "Article" option in the "Document Type" dropdown.