

ILLiad REGISTRATION SCRIPT

Screen 1

ILLiad is the online system for borrowing materials *that Stockton doesn't hold* from other libraries. It is available to all current Stockton students, faculty and staff. There is no charge for using Interlibrary Services but first time users must register before using.

Screen 2

It's only necessary to register the first time you use ILLiad. After you have completed registering, you will be entitled to use ILLiad as long as you are a current Stockton student. You should allow at least 10 working days for your items to arrive.

Begin by going to the Library Home Page.

Screen 3

This is the Library Home Page. Click on Interlibrary Services

Screen 4

You are now on the ILLiad registration screen. Click on **First Time Users**. Read the information and then scroll down and click on the button that says **First Time Users** click here.

Fill in the registration form with your first name and last name

Fill in the I.D. number. You can use your Z number

Fill in your Stockton e-mail address.

Fill in your daytime phone number

The preferred article delivery method is *Mail to Address*. The article will be mailed to the mailing address you specify below. If you want the article held for you at the Library, click on the down arrow to "Hold for Pickup"

Fill in your mailing address

Select your group using the down arrow, either graduate, faculty, staff, undergraduate, distance ed graduate.

Selected your major using the down arrow.

If you are going to have someone else pick up items held for you, fill in the name next to Authorized Users. They will be required to show an I.D. when picking up materials for you. Otherwise go on to the next line

Now give yourself a user name and password. The user name and password are case sensitive. Write them down because they will be your ILLiad user name and password the entire time you are at Stockton unless you change them.

Finally, don't forget to click the Submit button!

Now you are ready to order through Interlibrary Services

For help in ordering, see the next video Ordering items through ILLiad.
