Remote Access (Off-Campus Access) to E-Resources

- Off-campus access to online databases is a service provided by the Hertie Library available only to faculty, staff, and enrolled students of the Hertie School.
- To access licensed e-resources, such as e-journals or e-books, remotely, you need to be identified as a Hertie School Library patron.

1. Remote Access Requirements
   - In order to use the remote access connection you need to sign in with your library account username and your personalized password for your library user account.
   - The library account username for students consists of the number 4380 plus your matriculation number.
     - Example: 4380 + sample matriculation number 123456 = library account username 4380123456
   - The library account username for staff members is the barcode number on the back of your Hertie School identification card or your library user account number.
   - When your library user account is set up, a default library account user password is generated automatically:
     1. for students the default password is the date of your birthday in DDMMYY format (no dots, no 19)
        - Example: the default password for the birthday date 20.08.1999 is 200899
     2. for staff members the default password is 010100
     3. for older accounts the default password may consist of the first three letters of your last name (uncapitalized)
        - Example: first name: John, last name: Doe = default password: doe
   - As your personalized library account password is required for a remote access connection, the default password for your library user account needs to be exchanged with a password of your own choosing!
   - In order to change the default password, please click on the library user account link underneath the search box on the library’s homepage or, when using the online catalogue, click on “User account”.
   - If you have already changed your password, then please proceed directly to Step 2.
link to your library user account when using the online catalogue

the library user account login screen

- Once logged in to your account with either one of the default password options, please create a password of your own choosing under “password”.

under the tab “password” you can change your password
2. Authentication for Remote Connections

- When using the EBSCO Discovery Service to search the library's contents off-campus, you can log in as a Hertie School member with the number 4380 plus your matriculation number (e.g. 4380 + sample matriculation number 123456 = library account username 4380123456) and your personal password in order to have remote access to the library’s e-resources.
- You can find the EBSCO Discovery Service’s search box on the library’s homepage. To use the library’s e-resources off-campus, please click on the Search button.

- When being off-campus, you can click on “Welcome! Guest”-login-link, displayed in the yellow bar on the top of the EBSCO Discovery Service screen, in order to log in as a Hertie School library patron and get full text access to the resources licenced by the library.
Your login credentials for being granted remote access are:

- **for students**: the number 4380 plus your matriculation number (e.g. 4380 + sample matriculation number 123456 = library account username 4380123456) as username and the personalized password for your library user account as password.

- **for staff members**: the barcode number on the back of your Hertie School identification card or your library user account number as username and the personalized password for your library user account as password.

If your login is not working or if you have any questions, please do not hesitate to contact us at library@hertie-school.org or give us a call at +49 (0)30 / 259 219-409.