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

- Off-campus access to online databases is a service provided by the Hertie Library available only to faculty, staff, and currently registered students of the Hertie School of Governance.
- To use licensed e-resources (e.g. e-journals such as the Journal of Economics and Finance, or databases such as JSTOR) remotely, you need to be identified as a Hertie School Library patron.

1. Remote Access Requirements
   - As your library account username (the barcode number on the back of your Hertie identification card) and your personalized library account password are required for a remote access connection, the default password for your library account needs to be exchanged with a password of your own choosing.
   - The default passwords are generated automatically when your account is set up:
     - for **students** the default password either consists of the first three letters of your last name or of your date of birthday in DDMMYY format
     - for **staff members** the default password is 010100.
   - In order to change the default password, please click on the user account link underneath the search box on the library’s homepage or, when using the online catalogue click on “User account”.

*link to your library user account on the library’s homepage*
Once logged in to your account with either one of the default password options, please create a password of your own choosing under “password”.

Have you already changed your password? Then please proceed directly to Step 2.
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 member with the barcode on the back of your Hertie ID card and your password in order to have 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.

[Link to the login screen for remote access on the homepage of the EBSCO Discovery Service]
Your login credentials for being granted remote access consist of the barcode number on the back of your Hertie identification card as your username and your personalized library account password, which may not be passed on to third parties.

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.