

# Off-Campus Access to Electronic Resources

## Authentication for Electronic Resources

Access to electronic resources is a service provided by the [Hertie School Library](#) available only to faculty, staff, and currently enrolled students of the Hertie School due to licensing and copyright agreements with vendors and publishers.

## On-Campus Access

If you are using a computer on campus that is connected to a Hertie School IP address, you will be connected automatically to library electronic resources and no further authentication is required.

## Accessing Electronic Resources Off-Campus

There are two ways to connect to library resources from off-campus: Firstly, you can install the campus VPN (Virtual Private Network) client. Secondly, you can log in to the remote access connection with your library user account number and your library user account password.

### 1. Off-Campus Access Using VPN (Virtual Private Network)

One method to access the library's electronic resources is using the Hertie School's FortiClient VPN system, provided by IT Services. VPN (Virtual Private Network) streamlines your remote access to online library resources and allows you to bypass the library login process.

How it works:

1. [Install the FortiClient VPN software](#).
2. Connect to the FortiClient on your computer before you begin your search.
3. Visit the library's [website](#) to use the EBSCO Discovery Tool and access all [databases](#).
4. As a security measure, disconnect the FortiClient when you are finished with your searches.

The FortiClient VPN software is available only to members of the Hertie School community. For more information on the VPN client and its installation, please visit the VPN client's Moodle [page](#).

If you have trouble installing the FortiClient VPN software, please contact the IT team at [servicedesk@hertie-school.org](mailto:servicedesk@hertie-school.org).

### 2. Off-Campus Access with your Library User Account Credentials via HAN (Hidden Automatic Navigator)

When you are off campus, you will be automatically prompted to sign in to the remote access connection, as long as you start your search on the library's website and click on a link to a database, an article, an eBook or an eJournal using the EBSCO Discovery Tool. The links from the library's website are configured to route you through the HAN (Hidden Automatic Navigator) authentication server, which allows you to authenticate. You will be prompted to log in with your library user account number and your library user account password. After logging in, you will be directed automatically to the desired resource.

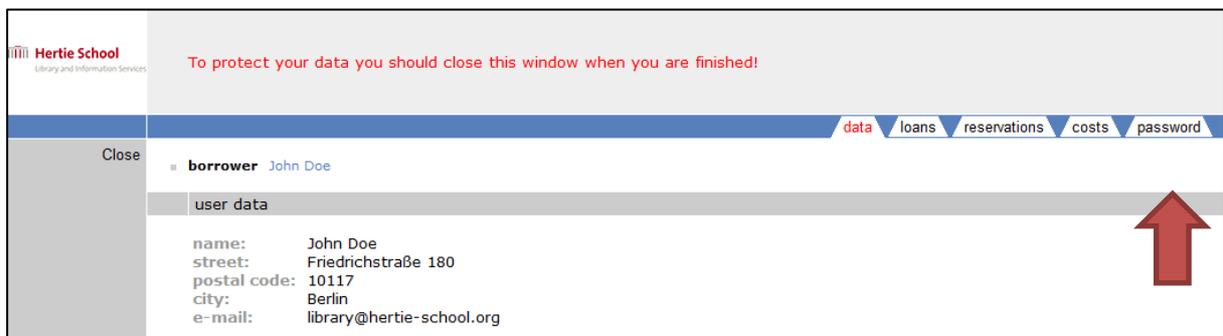
The library user account credentials for **students** are:

- Library user account number: the number 4380 plus your matriculation number (e.g. 4380 + sample matriculation number 123456 = library account username 4380123456)
- **Default** library user account password: date of your birthday in DDMMYY format (e.g. birthday date 20.08.1999 = password 200899) or the first three letters of your surname (uncapitalised, e.g. first name: John, last name: Doe = default password: doe)

The library user account credentials for **faculty** and **staff members** are:

- Library user account number: the barcode number on the back of your Hertie School identification card, or the user number assigned to you
- **Default** library user account password: 010100 or the first three letters of your surname (uncapitalised, e.g. first name: John, last name: Doe = default password: doe)

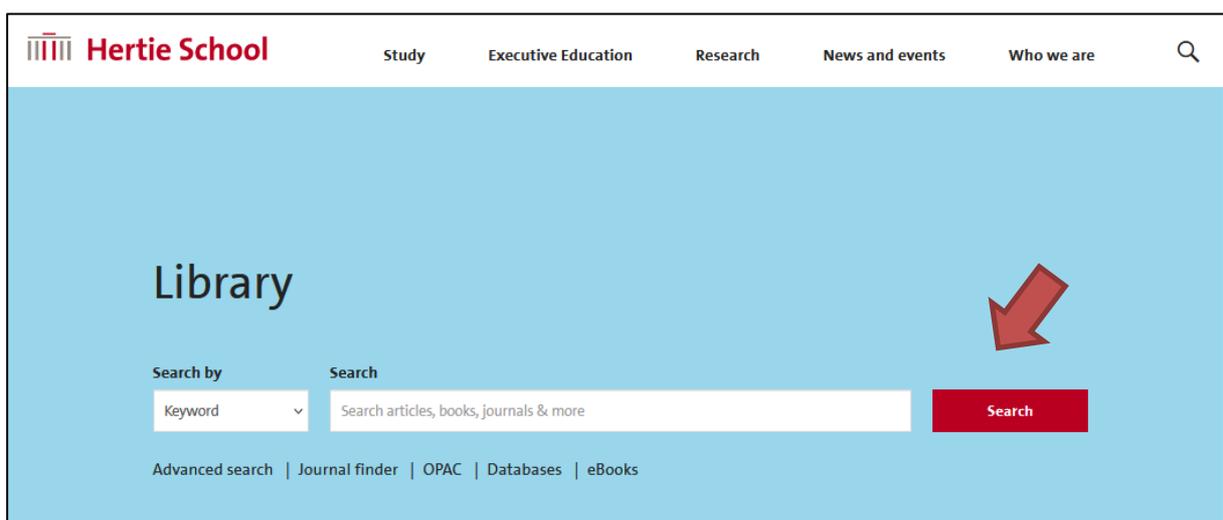
You can change your library user account password, when you log in to your [library user account](#) and then click on "password":



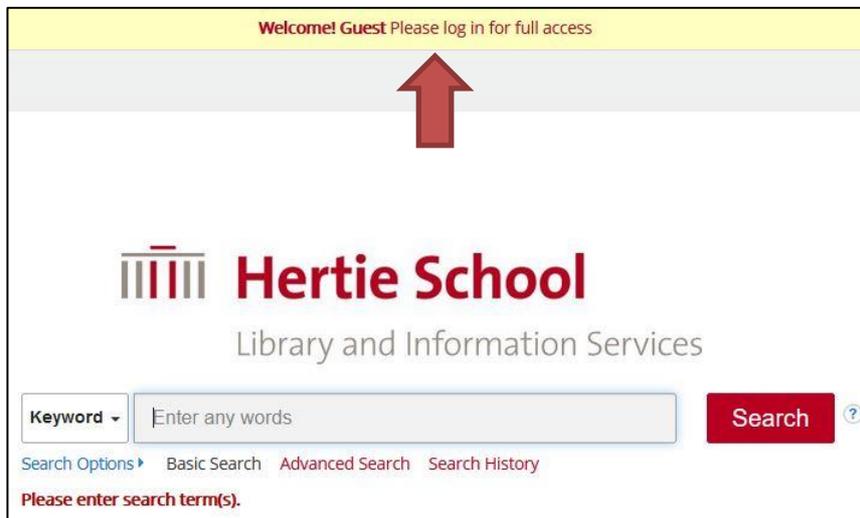
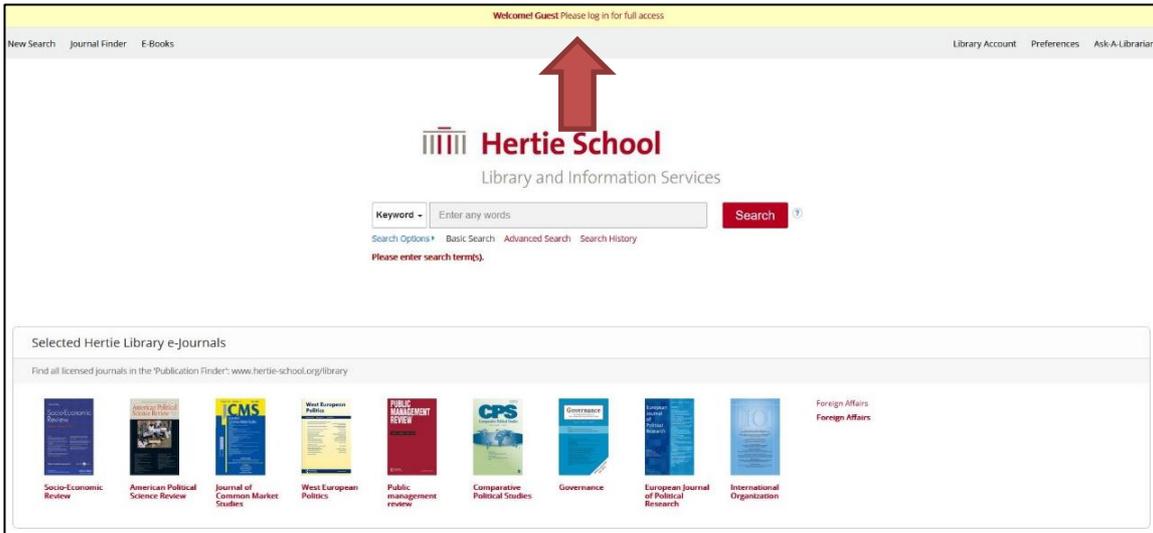
If your login is not working or if you have any questions, please do not hesitate to contact us at [library@hertie-school.org](mailto:library@hertie-school.org) or give us a call at +49 (0)30 / 259 219- 409.

Step-by-Step Guide to Access Electronic Resources with the Remote Access Connection

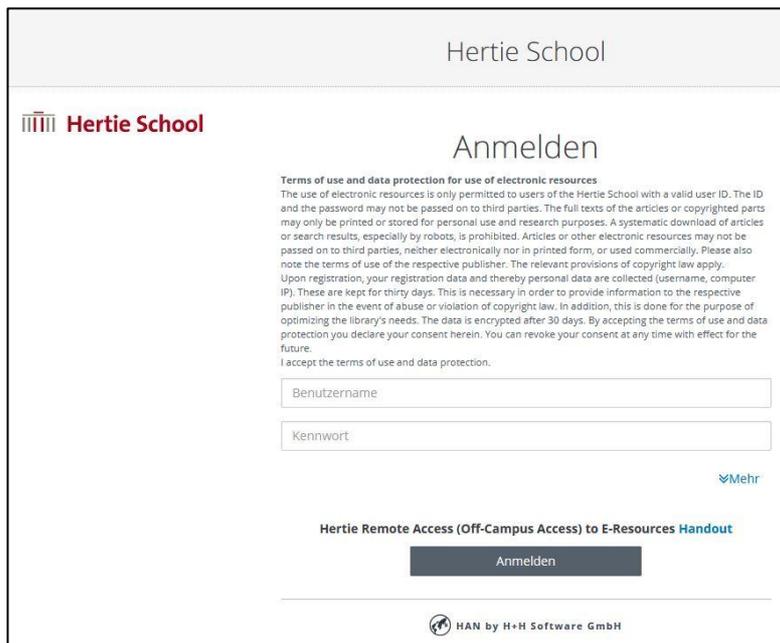
Run a search using the main search box on the library's [homepage](#), which will start the EBSCO Discovery Tool:



When being off-campus, click on "Welcome! Guest"-login-link, displayed in the yellow bar on the top of the EBSCO Discovery Tool screen, in order to log in as a Hertie School library patron and get full text access to the resources licenced by the library:



Here you can enter your library user account credentials for being granted remote access:



Alternatively, authorized off-campus users can connect to subscribed resources through our EBSCO Discovery Tool platform, our [online catalog](#) and our [database list](#). When you click on a database or an electronic item you wish to access, the above shown remote access login screen will also prompt you to enter your library user account credentials.

If you have any questions, please do not hesitate to contact us at [library@hertie-school.org](mailto:library@hertie-school.org) or give us a call at +49 (0)30 / 259 219- 409.