Transcript for Davis Library’s Video Tutorial:

1. When you see listings for OhioLINK databases on either the Davis Library’s Website or LibGuides, notice how two links are offered for each resource and how one of these links includes words “Off Campus.”

2. Many databases provided via OhioLINK (the Ohio Library and Information Network) have restricted access due to certain licensing agreements.

   This means Rio Grande students, faculty and staff MUST complete an authentication process when utilizing these resources from home or someplace else off campus.

3. After clicking the link marked “Off Campus,” you’ll get the OhioLINK “Institution Selection Form.” Here, you’ll use the drop-down menu to identify the institution with which you are affiliated.

4. Once you’ve submitted that information, enter your name—first and last.

   Then, type in your Student ID or Employee number into the next space. Students MUST include the letter “s” at the start of their ID numbers.

   Finally, enter your PIN—a personal identification number, which for students is set to the last four (4) digits of their social security number (SSN). Faculty and staff usually sign up for PINs when hired.
5. After a few seconds, you should be taken to the database’s “Main Search Menu.”
   Now, you’re ready to do some research!

6. Got questions? Ask us! Call 1.800.282.7201, extension 7005 or email refdesk@rio.edu.

PLEASE NOTE: Rio Grande Faculty and Staff may sign up for their PIN using our “Faculty/Staff Library Registration Form” found at: http://www.rio.edu/library/documents/FacultyRegistrationForm.pdf