

How to login from off-campus

<https://library.mandela.ac.za/General-Information/How-to-login-from-off-campus>

Log into the databases and e-journals from off-campus with a PIN (Personal Identification Number) provided by the library to registered Nelson Mandela University clients (please see section 2).

OR

Create your own PIN online from the link "**My library record**" under the heading: **Useful links** on the Library's home page (see screenshot below), but you must first be registered as a library user to do so (please see section 1).

Useful links

- [My library record](#)

1. HOW TO CREATE A PIN FOR OFF CAMPUS ACCESS TO NELSON MANDELA UNIVERSITY ONLINE DATABASE

PLEASE NOTE:

You must be a registered library user (please activate your library membership annually at any campus library).

On the library website, click on

Useful links

- [My library record](#)

On the next screen, complete only the first two text boxes.

The screenshot shows the 'Library Login' page. At the top, there is a header 'Library Login'. Below it are three text input fields: 'Surname' containing 'Joubert', 'Barcode' containing a series of dots, and 'Enter PIN or leave blank if no PIN' which is empty. A 'Submit' button is circled in red. At the bottom, there are links for 'Forget Your PIN?', 'Home', and 'Login Help'. Three callout boxes provide instructions: the first points to the 'Surname' field, the second to the 'Barcode' field, and the third to the empty PIN field.

Type your **surname** in the first text box

Type **s** followed by your **student number** in the second text box. Alternatively enter the **barcode** at the back of your student card if still in use

Leave this text box blank

[Forget Your PIN?](#) | [Home](#) | [Login Help](#)

On the next screen, you can enter a PIN.

The screenshot shows the 'Library Login' page with a new section for creating a PIN. An orange banner at the top says 'Please enter a new PIN.'. Below the 'Surname' and 'Barcode' fields, there is a new section titled 'Please enter your new PIN information here'. It contains two text input fields: 'New PIN' and 'Retype new PIN', both containing a series of dots. A 'Submit' button is circled in red. At the bottom, there are links for 'Forget Your PIN?', 'Home', and 'Login Help'. Four callout boxes provide instructions: the first points to the 'Surname' field, the second to the 'Barcode' field, the third to the 'New PIN' field, and the fourth to the 'Submit' button.

Please enter a new PIN.

Your **surname** will appear by default in the first text box

Your **student number** (preceded by **s**) or **barcode** will appear by default in the second text box

Leave the text box blank

Create your own **PIN**. It should consist of a word, a number, or a combination of both, not longer than 8 digits

Once you have entered a **PIN**, confirm the pin by retyping it again. Click on **Submit**

[Forget Your PIN?](#) | [Home](#) | [Login Help](#)

[Log Out](#)

The next section explains how to use the PIN to access databases off-campus.

2. OFF-CAMPUS ACCESS WITH A LIBRARY PIN



You can now search any of the databases by clicking on the database title.

The next screen will ask you to verify yourself.

The screenshot shows the "SEALS SOUTH EAST ACADEMIC LIBRARIES SYSTEM" logo at the top. Below it is the text "Library Account Login for off campus users of NMMU, Rhodes University". The main heading is "Library Account Login". There are three input fields: "Surname", "Barcode", and "Enter PIN or leave blank if no PIN". A "Submit" button is at the bottom. Callout boxes provide instructions: "Type your surname in this box." points to the Surname field; "Type s and your student no. (new cards) or library barcode (old cards) in this box." points to the Barcode field; "Enter your Library PIN." points to the PIN field; and "If you created a PIN before, but forgot it, click here." points to the "Forgot Your PIN?" link.

SEALS SOUTH EAST ACADEMIC LIBRARIES SYSTEM

Library Account Login for off campus users of NMMU, Rhodes University

Library Account Login

Surname

Barcode

Nelson Mandela University staff/students cards WITHOUT numbers below the barcode, type in s and your staff/student number (e.g. s12345). Cards WITH numbers below the barcode, type in those numbers (e.g. 2000000000)5

Rhodes students: enter 6 and student number, e.g. 612M1234

Enter PIN or leave blank if no PIN

Submit

[Login Help](#) | [Forgot Your PIN?](#) | [Home](#)

- Enter your personal details and PIN number (created as instructed under § 1).
- Click on **Submit**.

The home page of your chosen database will display.