

Accessing FirstSearch Web from Off Campus/Home Access

1. Access FirstSearch directly at **<http://firstsearch.oclc.org>**
2. Click on **Use FirstSearch** at the “Connect to OCLC Reference Services” screen.
3. Type your FirstSearch **Authorization** number, press tab;
Type your FirstSearch **Password**; then click on **Start**. (For authorization number and password, call our Reference Information Desk at (270) 745-6125.)
4. Click on the database area you wish to explore (if unsure, choose **All Databases**).
5. Choose a specific database by title and/or description and double click on the blue database title.
6. Type in word(s) or a phrase in the “Search for” box and click on **Start Search**.
7. The titles of the first ten of your results will be displayed. To look at each record click on the title to retrieve the full citation/record. You can print these results one at a time by clicking on the print button at the top of the screen.

OR

Return to the Results screen (by clicking on **Results** at top of page) in order to tag records for printing or e-mailing. You can tag up to 20 records at a time. To mark records for printing, click on the **Tag Record** box at the end of each citation. To print: click on **Show All Tags** and then the Print button at the top of the page.

8. To change databases, click on **Database** from menu at top.
9. Click on **Help** from menu at top if further instructions are needed.
10. Please get out of FirstSearch by clicking on **Exit** from the menu at top of page and then choosing **Yes** when the screen asks you if you’re sure. **IMPORTANT: You must exit properly to ensure that other students will also be able to access the databases.**

[Information subject to change due to database updating. Please expect to alter steps 7 & 8 accordingly].

E. Knight 1/2000