

Directions for Accessing WKU databases from off-campus

Students, Faculty, and Staff (including adjunct faculty and part-time students) may access most of the libraries' online databases from any computer, whether you are on-campus or off-campus. In order to access our databases from off-campus, you must have a valid WKU email account.

To get to our databases, go to the library homepage at www.wku.edu/library and click on the link for {Library Databases} and select the {off-Campus Login} button. You will be asked for a username and a password. Enter your WKU email username and your WKU email password to log on.

Your username is the first part of your Western email address (the part before @wku.edu). Usernames and passwords from other e-mail accounts such as AOL, MSN Hotmail, Yahoo, etc. will not work for this purpose. Your password is the same one you use to access your Western email account. For example, if your email address were john.doe@wku.edu, you would enter john.doe as your username.

If you do not know what your Western email address is, or do not know your email password, go to the WKU Accounts Management Page at <http://www.wku.edu/accounts> to find out.

After you log in, you will be returned to the same page as before. Sometimes people are confused because they still see the login button. There is no message saying that you were successful; however, there will be an error message if you are not successful. You will only be returned to the database page if your login was successful.

Friends of the Libraries may still access the licensed online resources available to them, but should continue to use the appropriate ID and Password for those online resources instead of the proxy server.

If you need to obtain a password for one of the databases that isn't included on the proxy server, please call or email the Reference Desk and provide your full name and the last 4 digits of your WKU ID number. If you have any questions or difficulties accessing the proxy server or our databases, please contact the Reference Desk at web.reference@wku.edu or 270-745-6125.

Directions for enabling cookies

Internet Explorer (Some versions use variation #1, some versions use variation #2)

Variation #1

- 1) Click on the {Tools} pull-down menu.
- 2) Select {Internet Options}.
- 3) Click on the {Security} tab.
- 4) Click the button for {Custom Level}.
- 5) Scroll down to the section on {Cookies}.
- 6) Where it says {Allow per-session cookies (not stored)}, click the button next to {Enable}.
- 7) Click {OK} twice.

Variation #2

- 1) Click on the {Tools} pull-down menu.
- 2) Select {Internet Options}.
- 3) Click on the {Privacy} tab.
- 4) Set the {Privacy Level} slide-bar to {Medium} or {Medium-High}.
- 5) Click the {OK} button.

Netscape, Mozilla, or FireFox

Some versions of FireFox and Mozilla have the {preferences} under the {Tools} menu instead of the {Edit} menu. The rest is pretty much the same.

- 1) Click on the {Edit} pull-down menu.
- 2) Select {Preferences}. A box will open on your screen and you will see various categories on the left side of the box.

- 3) Click on the {Advanced} category.
- 4) Click the button next to the option to {Accept only cookies that get sent back to the originating server}.
- 5) Click the {OK} button.

If you receive an error message saying "The page can not be displayed":

Netscape, Mozilla, or FireFox:

- 1) Press the {Shift} button while clicking {Reload}.
- 2) If that doesn't work, try clearing the cache on your browser. Click the {Edit} pull-down menu. Select on {Preferences}, then choose {Advanced}. One of the options will be for cache, and there will be a button to clean your cache.

Internet Explorer

- 1) Press the {Shift} key while clicking {Refresh}.
- 2) If that doesn't work, try clearing the cache on your browser. Choose the {Tools} menu, then select {Internet Options}. Within the {General} tab, there is a section called {Temporary Internet Files}. Click the button that says {Delete files}. A message will pop up asking if you want to delete all offline content. ***Do not check the box.*** Click {OK}.