Quick Guide to University Library & IT Services
Library services

Your libraries

Each Campus Library provides a range of services including:

- study spaces (for silent, quiet and group study - availability varies between Campuses)
- networked PCs and wifi
- access to printed and online resources required for your studies
- printing, photocopying and scanning facilities
- help and advice.

More information, including links to individual Campus Library websites (which include opening hours and contact information), can be found at https://library.law.ac.uk/

If you have any queries regarding Library resources you can use our online chat service available via the Library page. It is staffed during office hours but outside these hours you can leave a message and we will respond as soon as possible.

Finding Library Resources

The Library homepage at https://library.law.ac.uk/ provides access to our resource discovery tool UDiscover. You can use the single search option to find out what resources your Campus Library has by searching by Libraries and then selecting a particular campus. However, this would not include online resources, leave the search as All Libraries to include these resources. If you use the search Everything option then your results will also include authoritative free internet resources. If an item is available online you will be able to link directly to it (although not all may be available in full text). This is why we recommend using UDiscover to find Library resources as it will ensure that you are using the correct route to the source.

Accessing research databases

These are also available from the Library page https://library.law.ac.uk/ and provide you with access to a huge range of useful resources. The first time you access the databases you will see an OpenAthens screen. Use the Find My Organization box and type in and select The University of Law.

Then to login use:

- Username: your ULaw email address
- Password: your University password (five letters + numeral)

Off-site access to e-resources

Provided you have internet access you can access all Library e-resources from the Library page. Again, you will just need your usual University login details as above(^).

If you experience any problems accessing library resources please report to IT.ServiceDesk@law.ac.uk
Please note all databases and e-resources accessed remotely or on University premises must not be used for commercial research. Anything other than educational use will contravene licence agreements with suppliers.

**SELF-STUDY RESOURCES**

*Online tutorials guidance and advice is also available via the Research Skills section of the Library page [https://library.law.ac.uk](https://library.law.ac.uk/)*

**FAQS**

Any questions you have relating to the Library service may be answered [here](https://library.law.ac.uk/)

**Borrowing from the Library**

Use [UDiscover](https://library.law.ac.uk/) to find where printed items are held and, if loanable, for how long they may be borrowed.

- All libraries operate a short loan collection consisting of the most frequently used items.
- All libraries have self-service points to enable you to borrow/return/renew your loans. You will need your University card to use these.
- You can borrow a maximum of 5 items at any one time

**Your Library account**

Your personal Library Account can be accessed via the Library page [https://library.law.ac.uk/](https://library.law.ac.uk/) select Library Account and then LAW Students and Staff login option and enter your University of Law email address as your username and usual password

- Click on your name in the top right hand corner
- Then click Library card to see your account details

It will show items on loan, reservations, any blocks on the account, and any library fees owed. Items on loan will renew automatically up to a maximum of 7 times, provided they have not been reserved by another user. However, you can also renew books via your account, the self-issue machines or by contacting your Campus Library by phone or email.

**Returning loans**

Fees may be charged if loans are returned late. If an item you have on loan has been reserved by another user, you will be notified by email that it will not be possible to renew it and it will need to be returned by the due date. If the item is not returned by the due date a fee of £5 will be charged. The fees system is intended to ensure that stock is available to circulate and so that all users are able to obtain access to the items they need to meet assessment deadlines.

- Overdue and fees notices are sent to your University of Law email account, so please check this regularly.
- Lost and damaged items will be charged for. Payment of fees is by card only (in person at the Library or by phone)
Printing/Copying
- Printing, copying and scanning is through a “secure follow me” system, accessed by your Student ID/Print card, which will be given to you on your Induction Day. Your card is active 24 hours after your Induction.
- Printing is also possible via manual log on to the printers, using your 6 figure student reference number and password.
- At the start of your course student accounts are pre-loaded with an amount of free credit to get you started.
- When you have used this credit you will need to purchase further print/copying credits.
- You purchase credits online using PayPal – you are able to access the link at to http://www.law.ac.uk/student-printing/
- Students whose sponsor has made an arrangement regarding printing will be contacted by Student Services.
- Lost or stolen cards must be reported Student Services who will issue you with a new card after a 48 hour period. During this time you will be given a non-access card. There is a charge of £10.00 for replacement cards.
- You can print from your own device connected to the ULaw Wi-Fi and uploading your document at https://print.law.ac.uk.

For further information about printing (including guides, how to check your balance and links to purchase credits) go to https://www.law.ac.uk/student-printing/

Copyright – important things to remember when printing & photocopying
All your printing must be in accordance with current copyright law – don’t exceed the fair dealing guidelines (see the notice displayed by printers in the Libraries) – basic guidelines are:
- No more than 1 copy of any document
- No more than 5% or 1 chapter of any book (so for a book of 200 pages, you can print a single chapter or no more than 10 pages)
- No more than 1 article from any issue of a journal

Ask library staff for further advice if you need it.

Library Resources for Assessments
Please note that for any assessments we do not expect you to go beyond the materials available in the University Libraries, or available on the student network.

Help and Support

Campus librarians
The Campus Librarians are here to help you make the most of what the Library offers. Please feel free to contact them at any time for further information or to ask for individual help. See Library website links via https://library.law.ac.uk/ to find contact details for your Campus librarian.

Timetabled sessions
The Library staff will provide introductory and more in-depth training sessions covering how to get the most from Library resources to support your studies. This will
include training in finding, evaluating and using information effectively and ethically. This expertise is often referred to as ‘information literacy’ and will enable you to:

- understand what sort of information is required
- recognise where and how that information can be found, and develop an effective strategy for obtaining it
- use a variety of specialist online and printed resources – not just Google – to find the information you need
- compare and evaluate the information obtained from different sources
- use the information ethically by understanding and avoiding plagiarism – for example, by citing your sources correctly.

Self-study resources
*Online tutorials guidance and advice is also available via the Research Skills* section of the Library page [https://library.law.ac.uk/](https://library.law.ac.uk/)

FAQS
Any questions you have relating to the Library service may be answered [here](https://library.law.ac.uk/)
Quick Reference Guide to Using the University Computers

IT Acceptable Use Policy for Students

The University regards its computer systems as a vital and integral part of its business and so expect you to use computers responsibly and only for the purposes of the business. The University will treat seriously any actual, attempted or suspected infringement of this computer policy and may take disciplinary action in line with the University’s Student Disciplinary Policy (“Disciplinary Action”).

The IT Acceptable use policy for students can be found on the University website in the University Policies section or can accessed here: http://www.law.ac.uk/about/policies/.

Your university network and email account

Your network account, email and personal storage services can be withdrawn as soon as you cease to be a student of the University. However, in normal circumstances, such services can be retained until 3 months after you have completed your studies. You will need to ensure that you have archived any files or emails from Office 365 or OneDrive before your account is withdrawn as it may not be possible to recover files of emails after this point. You will be notified by email at least 1 month before the email and personal storage service are withdrawn.

This will not impact your login to ELITE which you will be able to access after you complete your studies at the University.

It is very important that you check all personal devices such as laptops, mobile phones, tablets etc are in good working order and safe to connect to any power points on ULAW premises.

Logging in

- To log into the University system, in the “username box” enter the last 6 figures of your student reference number i.e. 123456
- Enter your password in the “password box” (this is case sensitive – ensure that it is entered in lower case).

Please do not change your given password, as this will affect access to other databases.

Logging into your Office 365 Account

- From outside the University via access to http://portal.office365.com or from inside the University on a Ulaw PC via the Student Desktop – you need to click on Outlook Web Access icon.
- When you log onto Office 365, you will need to enter you University email address NOT your Student Reference Number (SRN).

IMPORTANT:
Saving Work to your One Drive

OneDrive for Business is a personal document storage solution and replaces traditional ‘network drive’ storage previously offered by the University as your primary source. OneDrive for Business presents a number of significant benefits for Students, mainly the ability to access your University documents from any computer or mobile device, which has internet connection.

If you are using a University or Personal Computer please follow these steps to sign in and save a new Office document to OneDrive. You will only need to do this once in any of the Office applications. After successful sign in to OneDrive you will be able to browse to and save automatically each time you create a new document from that computer.

*Please note: you will need to have Office 2013, or above, installed to be able to connect to OneDrive.*

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Description</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Launch Office</td>
<td>Launch MS Word, Excel or PowerPoint.</td>
<td><img src="image1.png" alt="Screenshot" /></td>
</tr>
<tr>
<td>2.</td>
<td>Click File</td>
<td>Click the File menu option, located on the left of the Office Ribbon.</td>
<td><img src="image2.png" alt="Screenshot" /></td>
</tr>
<tr>
<td>3.</td>
<td>Click Save As</td>
<td>Click the Save As menu option located on the left hand side of the screen.</td>
<td><img src="image3.png" alt="Screenshot" /></td>
</tr>
<tr>
<td>4.</td>
<td>Click + Add a Place</td>
<td>Click the OneDrive menu option and select Office 365 SharePoint.</td>
<td><img src="image4.png" alt="Screenshot" /></td>
</tr>
<tr>
<td>5.</td>
<td>Enter email address</td>
<td>Type your University email address and click the Next button.</td>
<td><img src="image5.png" alt="Screenshot" /></td>
</tr>
</tbody>
</table>
6. Enter password
   Type your University password and click the Sign in button.

7. Click OneDrive
   Click ‘OneDrive – University of Law’ then Browse to access your personal OneDrive document storage area.

8. Select location
   Select a save location, name the file then click the Save button.

---

**Saving Work to your Network Drive**

Your H: drive is your network storage on University PCs. We advise that you save all items to your OneDrive as this provides easy access from any PC, tablet or mobile device.

- Click on FILE > SAVE AS >
- In the “Save As” box, click on the “drop down” arrow, and choose the drive with your 6 figure student reference number (H:\)

**NB:** If you are working on documents downloaded from your own e-mail accounts (i.e. Hotmail, Gmail, Yahoo, etc.) it is **ESSENTIAL** to first save the file either to your OneDrive or to your University network (H:\) drive, before you make any changes. Changes will not be saved if the file is opened just via the e-mail page. The University IT Department recommends that if you work on a document at home then you should save the final version to your own PC and upload a copy of the same file to OneDrive.

Your network drive capacity is set at 100 mb.

**Logging into ELITE**

- Double click on the ELITE icon on the desktop and enter your 6 figure student reference number and password in the correct boxes and click on “login” or “enter”.
Logging out of ELITE

- It is very important that when you have finished using ELITE that you log out correctly. If you do not, the next student to use the same PC will have access to your “Test and Feedback” assessments and could complete them on your account.

Logging out of the system

- To log out of the system, double click on the logout icon on the desktop
• It is very important to log out of the system correctly. If you do not, another student could gain access to both your Office 365 account, your personal network drive, your “Test and Feedback” work and your University e-mail account.

Please do NOT attempt to save any items to the desktop of PCs as these will be auto deleted upon your logoff.

Microsoft Office Download

As a Ulaw student you can download Microsoft Office completely free of charge for personal use during the time that you are a student with us. Each subscription license allows you to run Office on up to five Windows or Mac machines. You can also run Office Mobile for Android and iPhone on up to 5 mobile devices.

What is included with Office 365 ProPlus?
• The Microsoft Office 365 ProPlus offer is a full version of Office2016.

How do I download and install Office 365 ProPlus?
Installing Microsoft Office through the Microsoft Student Advantage program is easy, follow the steps below.

1. Login to the Office Portal (https://portal.office.com/) with your ULaw Student email address.
2. Click on the 'Install Office apps' button to begin downloading Office365 ProPlus.
3. Run the downloaded file and follow the on-screen instructions.
4. If prompted for any login credentials, enter your University email address and password.
5. That’s it! You can now enjoy Office365 ProPlus for the duration of your time at the University.

What happens when I leave the University?
• When you are no longer a student at the University of Law, you will need to purchase a license or subscription directly from Microsoft to continue to use the programs on your devices, or you can uninstall them at that time.

For more information please follow this link, FAQ https://products.office.com/en-gb/student/office-in-education#FAQS
Connecting to the University Wireless Network

1. Switch on your smartphone, tablet or other WiFi device and check that WiFi is enabled.
2. Select ‘ULaw WiFi’ from the available network list.
3. If it is your first time using the ULaw WiFi network, you will be prompted to enter your network username and password.

Your device may prompt you to ‘Trust’ the ULaw WiFi network. Please accept these messages in order to successfully connect to the ULaw WiFi network.

If you have any difficulties in doing this, please contact IT.servicedesk@law.ac.uk

Connecting to Eduroam

Eduroam is a global wireless network service for research and education. An eligible organisation (research organisation or education-related organisation) can provide users (students and staff) with wireless access at participating institutions through the use of their home institution credentials. The service has two main components:

1. It offers ULaw students and staff access to authenticated and encrypted WiFi access when on the campuses of the other universities that support eduroam.
2. It gives students and staff of other eduroam enabled institutions access to an authenticated and encrypted WiFi network while they are visiting ULaw.

Eduroam usage is subject to the University IT Acceptable Use Policy and the eduroam (UK) Policy.

To connect to eduroam, you need:

1. your university email address, like Joe.Bloggs12@law.ac.uk
2. your university password

Connect to eduroam on a Windows computer

1. Select the networks icon in the taskbar.
2. Select ‘eduroam’ from the list of Wi-Fi connections.
3. Click ‘Connect’.
4. Enter your university email address and your password.
5. Click ‘OK’.
6. If you see a 'Windows Security Alert' window, make sure to click 'Connect' to accept the eduroam security certificate

Connect to eduroam on your Mac

1. Click the Wi-Fi icon in the menu bar.
2. If Wi-Fi is off, select ‘Turn Wi-Fi on’.
3. Select ‘eduroam’ from the list.
4. Enter your university email address and your password.
5. Click ‘Join’.
6. If you see a 'Verify Certificate' window, click 'Continue' to accept the eduroam security certificate

Get more advice from [Apple Support](https://www.apple.com/support).

**Connect to eduroam on your iPhone or iPad**

1. Open the Settings app.
2. Tap 'Wi-Fi'.
3. Select 'eduroam' from the list.
4. Enter your university email address and your password.
5. Tap 'Join'.

If you see a 'Certificate needed...' alert, tap 'Accept Certificate' to accept the eduroam security certificate.

**Connect your Android device to eduroam**

1. Open the Settings app.
2. Tap 'Wi-Fi'.
3. Select 'eduroam' from the list.
4. Set 'EAP Method' to 'PEAP'.
5. Set 'Phase-2 authentication' to 'MSCHAPV2'.
6. Leave 'CA certificate' as '(unspecified)'.
7. Set 'Identity' to your university email address.
8. Leave 'Anonymous identity' blank.
9. Set 'Password' to your university password.
10. Tap 'Connect'.

If you see a 'Security Certificate' alert, follow the on-screen instructions to accept the eduroam security certificate.

**Accessing University PC facilities from home**

**E-mail/Calendar/OneDrive/Word/Excel/PowerPoint**

[https://portal.office.com](https://portal.office.com)

- Enter the long version of your ULaw email address (i.e. name.surname12@law.ac.uk) and then click/tap in the 'Password' box.
- At this point do not enter your password, but wait to be redirected to the University's own login page.
- Once on the University's login page, enter your University password as per usual.
- Access required Tile (Mail, Word, Excel, PowerPoint, Calendar or OneDrive)

**Student Timetable Calendar**

- You can set your University calendar to be accessible on your smartphone or iPad by using the guides on ELITE located in the following location: ELITE – My Help tab – IT Help for Students
ELITE and Databases
https://elite.law.ac.uk

iTutorials
Your course iTutorials can be accessed from home and they should work with all current operating systems and browsers. If you have any problems viewing an iTutorial after confirming your browser, please see the troubleshooting guides on ELITE in the following location: ELITE – My Help tab – iTutorials.