Using ILL@CNU
A Short Visual Guide

Use this link: https://3006.account.worldcat.org/profile to access the Sign In screen as shown below.

When you first log into the system, this screen will come up. We suggest you check your information as some may be missing and the system will not let you leave the screen. Look under Account Details to see more information. Make sure the phone number entered is ten digits long. It may be shortened and need to be corrected. You cannot change your password as your account is linked to CNU Connect, and the password will always be the same as your CNU email.

Communication preferences also enables you to set up text alerts to be notified when items are processed and have come in. This is a new feature of ILL@CNU.
The next screens are the three screens that will come up depending on the button you push at the top. Please use the correct form or we may send the request back to you.

The Other form should be used for anything that would be loaned to you but is not a book. Such as a dissertation, DVD, musical score or any other item that does not fit into a book or journal article category.
Once your item has been processed you will receive an email and/or text if you have enabled that feature. Physical items can be picked up at the Circulation Desk and will already be checked out to you with the due date indicated on the front cover slip. The cover slip is important, and we ask that you do not remove it.

Electronically received items – mainly journal articles – will have a link in the email that is generated for you to access the item. You may also access all of your electronically received articles from your ILL account. You can only access the item 5 times before it goes away. We suggest you download the item as soon as you open it. The ILL office cannot reinstate access to the item once you exceed the 5 view limit.

Emails are sent to remind you when loans are nearing the due date. Overdue notices are also sent out periodically and are automatic. Please return items in a timely manner to ensure that your library account and your ILL account remain in good standing.

Please let us know if you have any questions about the system or if any issues arise. We will be happy to assist you.

ill@cnu.edu

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