



SAE Institute: NA

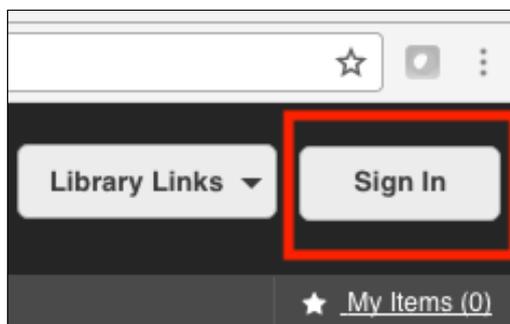
Library Systems Guide

This guide assists with the following:

- [Creating/resetting your Library systems password](#)
- [Logging into your Library account](#)
- [Signing into SAE's new remote access EZProxy](#)
- [Accessing databases](#)

1. Creating/resetting your Library systems password

- a. Go to <https://nasaelibrary.on.worldcat.org/discovery> and click 'Sign In' at the top right of your screen.



- b. At the 'Sign In' window, click 'Set/reset password'.

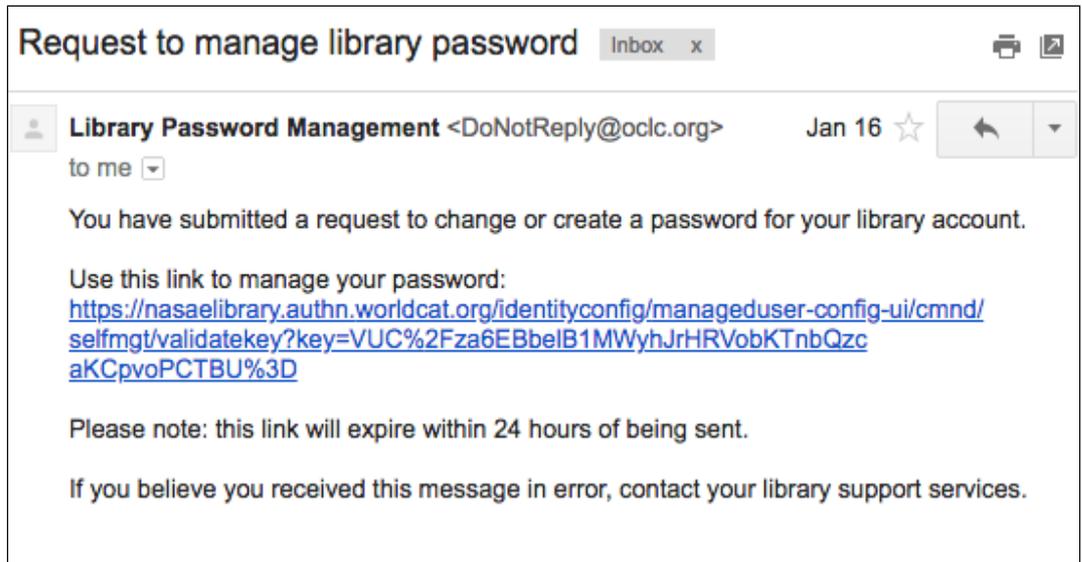
A screenshot of a 'Sign in' form. It has a title 'Sign in' at the top. Below it are two input fields: 'Username' and 'Password'. Under the 'Password' field are two buttons: 'Sign In' (in blue) and 'Cancel' (in white). At the bottom left is a blue link that says 'Set/reset password'.

- c. Enter your student ID and click 'Request new password'.

A screenshot of a 'Request new password' form. It contains a paragraph of text: 'To reset your password, enter your username below. You will receive an email to your SAE Gmail or SAE registered account with instructions on how to change or create your password.' Below this text is a single input field labeled 'Username'. At the bottom right is a blue button labeled 'Request new password'.

Expression and San Jose students should make sure any letters are lowercase in their student IDs. Staff and faculty should use their first initial and last name, all lowercase. If you receive an invalid username message, contact the Library.

- d. Check your SAE Gmail (or other SAE designated) email account. Follow the instructions.



If you do not receive an email, check your email's spam folder, then contact the Library.

- e. Enter your username and create a new password as instructed. Click 'Change Password'.



Change Password

Your password will be case-sensitive, and must be six characters or more, with at least one non-alphabetic character. The characters semicolon (;), colon (:), apostrophe ('), and period (.) are not allowed.

Student No./Staff Username

New Password

Confirm New Password

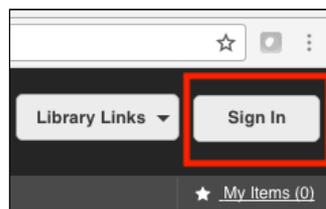
Change Password

- f. Your new password is active immediately. Return to <https://nasaelibrary.on.worldcat.org/discovery> to begin using SAE's Libraries.

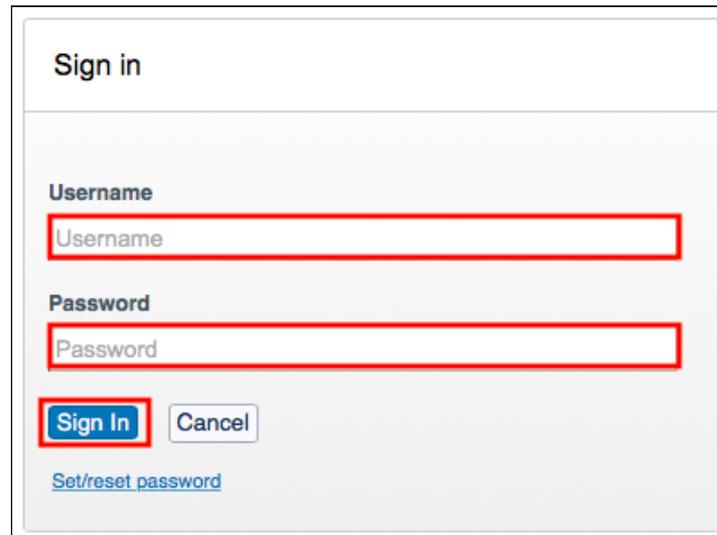
2. Logging into your Library account

Your Library account permits you to manage your loans, save searches, and build reading lists. If you're new to SAE's Library systems, create your Library systems password before continuing.

- a. Go to <https://nasaeliblibrary.on.worldcat.org/discovery> and click 'Sign In' at the top right of your screen.

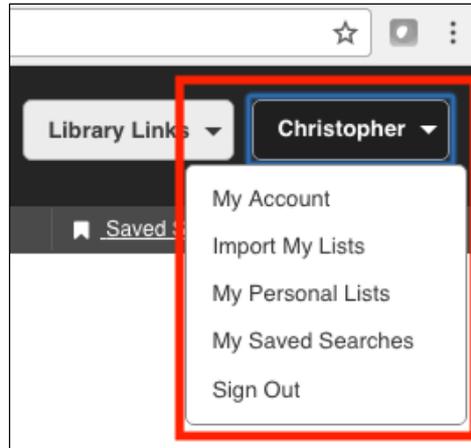


- b. Enter your Library login credentials and click 'Sign In'.



A screenshot of the library login form. The form is titled 'Sign in' and contains two input fields: 'Username' and 'Password'. Both fields are highlighted with red rectangular boxes. Below the input fields are two buttons: 'Sign In' (highlighted with a red box) and 'Cancel'. At the bottom of the form, there is a link that says 'Set/reset password'.

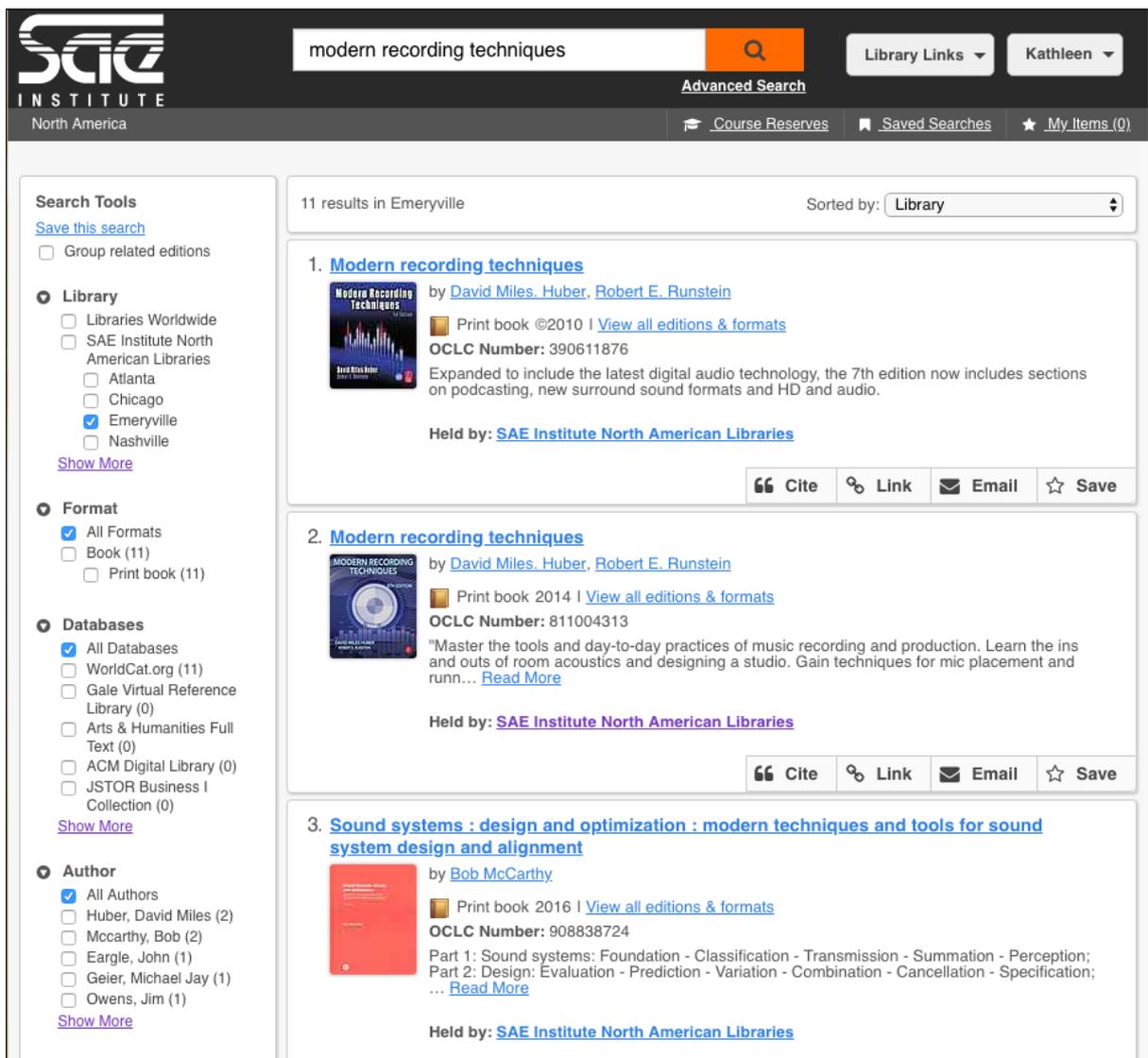
- c. If your login was successful, you will see your name at the top right of your screen. Click your name to access your Library account.



If your login was not successful, try again. If the problem persists, reset your password - see [‘Creating/resetting your Library systems password’](#).

Search tips

Use the filters on the left side to narrow your results. Selecting your campus will narrow results for physical materials to just your campus. You can also modify your search to only search for a particular format, like print books or database articles.



The screenshot shows a search results page for 'modern recording techniques' on the SAE Institute library website. The search bar at the top contains the text 'modern recording techniques' and a search icon. Below the search bar, there are navigation links for 'Library Links' and 'Kathleen'. The page indicates '11 results in Emeryville' and is sorted by 'Library'. On the left side, there are search tools including filters for Library (Emeryville is selected), Format (All Formats is selected), Databases (All Databases is selected), and Author (All Authors is selected). The main content area displays three search results:

- 1. Modern recording techniques** by David Miles Huber, Robert E. Runstein. Print book ©2010. OCLC Number: 390611876. Expanded to include the latest digital audio technology, the 7th edition now includes sections on podcasting, new surround sound formats and HD and audio. Held by: SAE Institute North American Libraries.
- 2. Modern recording techniques** by David Miles Huber, Robert E. Runstein. Print book 2014. OCLC Number: 811004313. "Master the tools and day-to-day practices of music recording and production. Learn the ins and outs of room acoustics and designing a studio. Gain techniques for mic placement and run... Read More". Held by: SAE Institute North American Libraries.
- 3. Sound systems : design and optimization : modern techniques and tools for sound system design and alignment** by Bob McCarthy. Print book 2016. OCLC Number: 908838724. Part 1: Sound systems: Foundation - Classification - Transmission - Summation - Perception; Part 2: Design: Evaluation - Prediction - Variation - Combination - Cancellation - Specification; ... Read More. Held by: SAE Institute North American Libraries.

Each result includes a book cover image, author information, format, OCLC number, a brief description, and a 'Held by' statement. Action buttons for 'Cite', 'Link', 'Email', and 'Save' are provided for each result.

You can cite, link, email and save each item, depending on what you need.



Click on the title of each search result to find out more information about the title. Scrolling to availability will show you the call number, which you will use to find an item on the shelf.

Availability



SAE Institute North American Libraries 9 available

[Place Hold](#)

Holding Summary

Local Holdings Available.

Atlanta Main ✓ Available (3)

<i>Call Number</i>	<i>Status</i>
621.3893 HUB	✓ Available
621.3893 HUB	✓ Available
621.3893 HUB	✓ Available



3. Signing into SAE's new remote access EZProxy

SAE's new remote access EZProxy enables Library users to access SAE's digital library resources like JSTOR and ACM on and off campus. If you're new to SAE's Library systems, create your Library systems password before continuing.



- a. When accessing an electronic resource through the catalogue, you may be prompted by the below window. Select the 'USA' option. *Note – selecting the incorrect region will cause login to fail.*



Please select your region from the options below.

- b. If you are already signed into your Library account, you will be automatically directed to the resource. If you are not already signed in, enter your Library login credentials and click 'Sign In'.

Sign in

Username

Password

[Set/reset password](#)

If your login was not successful, try again. If the problem persists, reset your password - see '[Creating/resetting your Library systems password](#)'.

- c. Once you have successfully logged in, you should not need to login again during this session. Authentication will reset automatically after prolonged inactivity or changes to user internet access (e.g. changing WiFi).



4. Accessing Databases for Canvas Users

The easiest way for Canvas users to access databases is to use the [Library Search page](#) in the US Students Course in Canvas.

JSTOR and ACM are indexed and searchable through the new library catalog.

Accessing Databases for Non-Canvas Users

The Lynda portals and LIRN are available from the “Library Links” drop down menu, located on the top right side of the screen. For Lynda.com access, make sure to select the correct link (staff for SAE employees, student for students) and log in using your SAE email account. For LIRN access, please review the [LIRN guide](#).

