



ILLiad Instructions

1. Go to ILLiad: <http://xavier.illiad.oclc.org/illiad/logon.html>
2. Click the text link that starts with **First Time Users...**
3. Get out your ALL Card
4. Click the **First Time Users Click Here** button
5. Fill out the form
 - a. Your username should be your last name
 - b. Use the 14-digit number on the bottom of your ALL Card as your ID number
 - c. Click the **Submit Information** button.
6. If necessary, log into the ILLiad account you just created
7. In the left menu, under **New Request**, click **Article** or **Book**, etc.
8. Fill out one of these request forms for each item you need. For articles include the author, volume, and issue number when available.
9. Click the **Submit Request** button for each request form you fill out.
10. You will get a message (in the email account identified when setting up your ILLiad account) notifying you of the item's arrival.
11. If the item you requested is a physical items, such as a **book or video**:
 - a. These items may take as long as two weeks to arrive, so plan ahead.
 - b. When you receive the email notification, pick up your item at the Connection Center Desk in the Learning Commons.
12. If the item you requested is an **article** or other document:
 - a. These items may take as little as 3 hours and as long as two week to arrive.
 - b. When you receive the email notification, go to ILLiad and log into your account.
 - c. In the left menu, under **View**, click **Electronically Received Articles**.
 - d. Your electronically received articles will be displayed in a table on the right side of the window.
 - e. In the **View** column of the table, click the **PDF View** icon to open the full text of your article and print it off.