ILLiad Instructions

1. Go to ILLiad: http://xavier.illiad.oclc.org/illiad/logon.html
2. Type in your Xavier username and password.
3. Click Log on to ILLIAD.
4. A Change Personal Information form will appear the first time that your Log on to ILLIAD.
5. Fill out all the lines in the form and click Submit Information.
6. If you are an Online Student, select the status of Online Student on the form.
7. For further information about the services offered for online students, go to http://www.xavier.edu/library/document_delivery/online_policies.cfm
8. In the left menu, under New Request, click Article or Book, etc.
9. Fill out one of these request forms for each item you need. For articles include the author, volume, and issue number when available.
10. Click the Submit Request button for each request form you fill out.
11. You will get a message (in the email account identified when setting up your ILLiad account) notifying you of the item’s arrival.
12. 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.
13. 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.