

## Website Registration and Logon Trouble-shooting Guide

For use by students or members experiencing problems gaining access to the College of Nursing website or to the EBSCO e-journals/databases.



Please go through the following list and carefully check **each** step.

### A. All forms submitted

#### College Students

- College students wishing to access the online library catalogue or e-journals/databases please ensure that **both** the complimentary Membership application form and the Full Text Journal Access Scheme (online submission available) forms have been filled-in and submitted.

(Membership forms available at <http://www.nursing.edu.au/MembershipForms/>. Full Text Journal Access Application forms available at <http://www.nursing.edu.au/LibraryForms/> )

#### Existing College Members

- College Members wishing to access the online library catalogue or e-journals/databases, please ensure that the Full Text Journal Access Scheme form (online submission available) has been filled-in and submitted.

(Full Text Journal Access Application forms available at <http://www.nursing.aust.edu.au/LibraryForms/> )

### B. Website registration

#### Graduate Certificate students

- If you are a College graduate certificate student and **have registered** on the College's student website, you can logon to the College's main website using your existing username and password.

When logging on to the College's main website (including for the purposes of accessing the Online library catalogue or e-journal databases) you will be prompted to subscribe to a College membership category. See *To subscribe to a College membership category* in the Online student's guide for further details.

(The Online student's guide was sent to you with your course materials and is also available online at <http://www.nursing.edu.au/EDUCATION/>)

- If you are a College graduate certificate student and **have not registered** on the College's student website refer to *To register* in the Online student's guide for further details.

(The Online student's guide was sent to you with your course materials and is also available online at <http://www.nursing.edu.au/EDUCATION/>)

#### Refresher, OQN, DE or other students

- For all other students (i.e. not enrolled in a Graduate Certificate course) you can register as a *Complimentary Member* at <http://www.nursing.aust.edu.au> and receive a username and password by email. See *To register* in the Online member's guide for further details.

(The Online member's guide is available at <http://www.nursing.edu.au/kzLIBRARY/>)

