

Create An ILL Account & Place Requests

Step One

Go to the ILL homepage: <https://library.fau.edu/interlibrary-loan>

Step Two

Click "Create an ILL Account," under the homepage picture.

Log in | Request a Title

or **Create an ILL Account**

Step Three

Read the User Responsibility and click "First Time Users Click Here."

First Time User Registration

To request library materials from Jupiter, Harbor Branch or through Interlibrary Loan, you must first register in ILLiad.

To do this, you will need to complete an online registration form.

You are responsible for:

1. Complying with Copyright Law
2. Returning materials in the same condition in which they are received
3. Paying for any damage or loss. Charges will be applied to your FAU account as assessed by the lending institution including processing fees
4. Returning items on time. Failure to return items on time may result in your account being blocked and borrowing privileges suspended
5. Complying with all the rules and regulations of the University and FAU Libraries: ILL Policies

If you have questions, you may want to visit the ILLiad Frequently Asked Question site: FAQ

By clicking through the registration form, you acknowledge and agree to all of the terms and conditions above.

Need Help? Contact lyill@fau.edu or call 561-297-0563, Mon. - Fri. 8 am - 5 pm

FIRST TIME USERS CLICK HERE

Step Four

Fill out the New User Registration form for ILLiad.

Note, your FAU Owl Card number *omits* the A on either end.

New User Registration for ILLiad

*First Name

* Indicates required field

*Last Name

*14 Digit FAU Library Card/Owl Card ID Number

*Complete E-Mail Address

*Daytime Phone

*Mailing Address

Address 2

*City

*State

*Zip

*Patron Status

Step Five

You will be taken to your account's main menu.

The screenshot shows the Florida Atlantic University Libraries account main menu. The page has a dark blue header with the FAU logo and 'FLORIDA ATLANTIC UNIVERSITY LIBRARIES'. The main content area is white with a red border. On the left is a navigation sidebar with sections: Logoff librarymed, Main Menu, Alerts (No Alerts), New Request (with sub-items: Article, Book, Book Chapter, CD/DVD/Other Media, Microforms, Audiobook), View (with sub-items: Pending Requests, Received Articles/Book Chapters, Checked Out Items, Cancelled Requests, All Requests, Notifications), and Tools (with sub-items: Change User Information, Change Password, Subscribe to Alerts Feed, Need Help?). At the bottom left is a search bar with a 'SEARCH' button. The main content area is titled 'Pending Requests' and includes a table with columns: Transaction, Type, Title, Author, and Status. The table currently shows 'No Requests'. Annotations in red boxes with arrows point to various elements: 'Your pending requests can be seen here. If you need to cancel an article, click the transaction to cancel.' points to the table; 'Place a new article request, here.' points to the 'Article' option under 'New Request'; 'If you need to request an alternative form of resource, choose one of these options.' points to the other options under 'New Request'; 'To view an article that has arrived, click here.' points to 'Received Articles/Book Chapters'; and 'To view a cancelled article, click here.' points to 'Cancelled Requests'. A large red box on the right contains the text: 'Congratulations! You now have an ILL account. This screenshot shows common features of the homescreen you will find useful as you place and receive requests.'

FAU FLORIDA ATLANTIC UNIVERSITY LIBRARIES

Logoff librarymed

Main Menu

Alerts

No Alerts

New Request

- Article
- Book
- Book Chapter
- CD/DVD/Other Media
- Microforms
- Audiobook

View

- Pending Requests
- Received Articles/Book Chapters
- Checked Out Items
- Cancelled Requests
- All Requests
- Notifications

Tools

- Change User Information
- Change Password
- Subscribe to Alerts Feed
- Need Help?

SEARCH

Pending Requests

Click on Transaction Number to open your request.

Transaction	Type	Title	Author	Status
No Requests				

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Your pending requests can be seen here. If you need to cancel an article, click the transaction to cancel.

Place a new article request, here.

If you need to request an alternative form of resource, choose one of these options.

To view an article that has arrived, click here.

To view a cancelled article, click here.

Congratulations! You now have an ILL account. This screenshot shows common features of the homescreen you will find useful as you place and receive requests.

Step Six

There are two ways to place a request: directly from the ILL main page (left side of this page) *OR* from the article via "Find it @FAU" (right side of this page.)

Article Request
Enter information below and press the Submit Request button

Warning Concerning Copyright Restrictions

No Alerts

New Request

- Article
- Book
- Book Chapter
- CD/DVD/Other Media
- Microforms
- Audiobook

View

- Pending Requests
- Received Articles/Book Chapters
- Checked Out Items
- Cancelled Requests
- All Requests
- Notifications

Tools

Item Information

*Title (Journal, Conference Proceedings, Anthology)
Please do not abbreviate unless your citation is abbreviated

Article Author

*Article Title

Volume
Use N/A if not available

Issue Number

Click Here when form is complete.

SUBMIT REQUEST **CLEAR FORM** **CANCEL - RETURN TO MAIN MENU**

Search Help

Full text links

ingenta CONNECT **Find it@FAU**

Within the article, click "Find it@FAU" if other links do not work or are not present.

Full Text Finder Results

Resources Located for this Citation

Can't Find It?

Request this item through interlibrary loan

Report a Problem

Report a Problem

Click here

ILLiad Logon

Enter your user information below.
Then press the Logon to ILLiad button to continue.

Username

Password

LOGON TO ILLIAD

Item Information

*Title (Journal, Conference Proceedings, Anthology)
Please do not abbreviate unless your citation is abbreviated

Article Author

*Article Title

Volume
Use N/A if not available
85

Issue Number
4

Not all fields are autopopulated. Fill in the ones that were not.

Click Here when form is complete.

SUBMIT REQUEST **CLEAR FORM** **CANCEL - RETURN TO MAIN MENU**