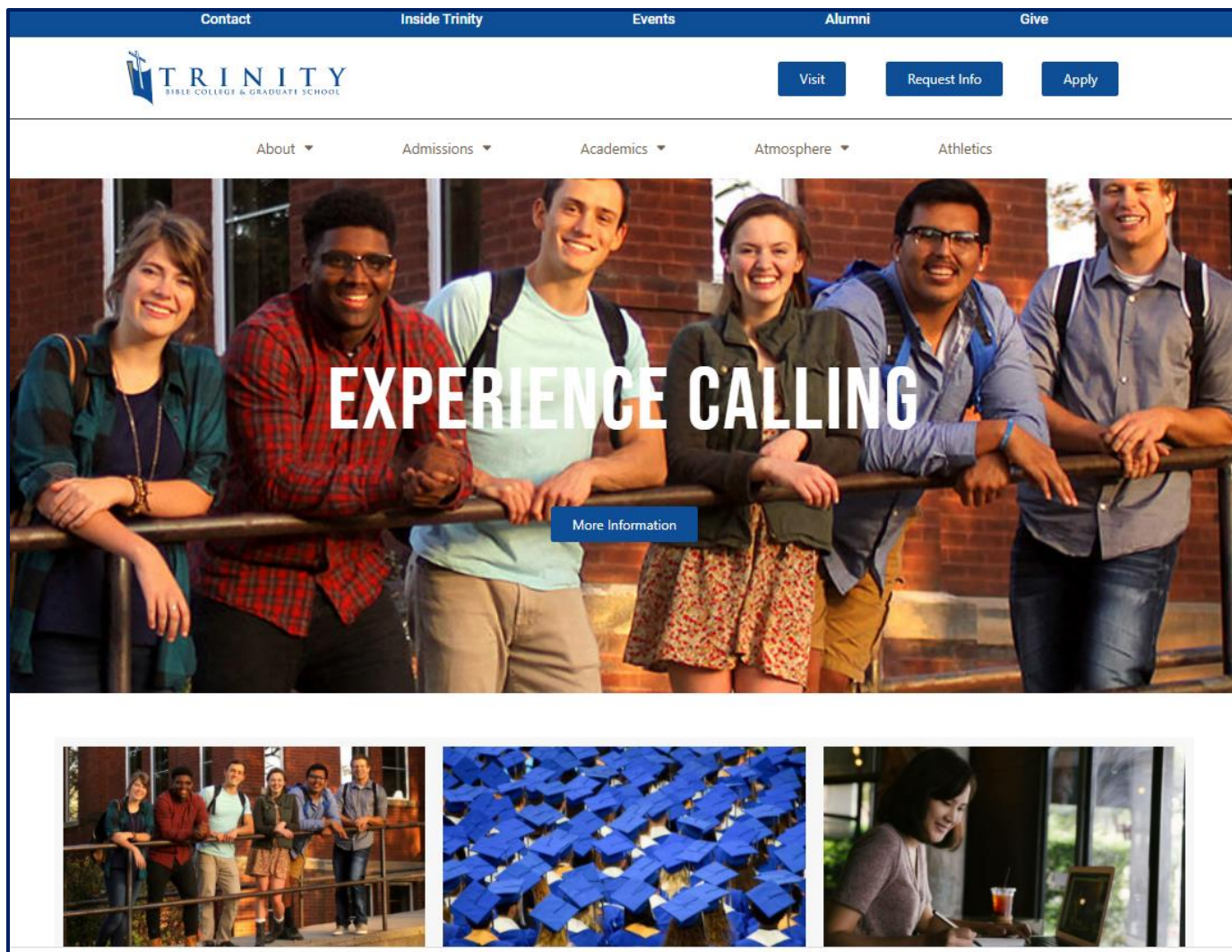



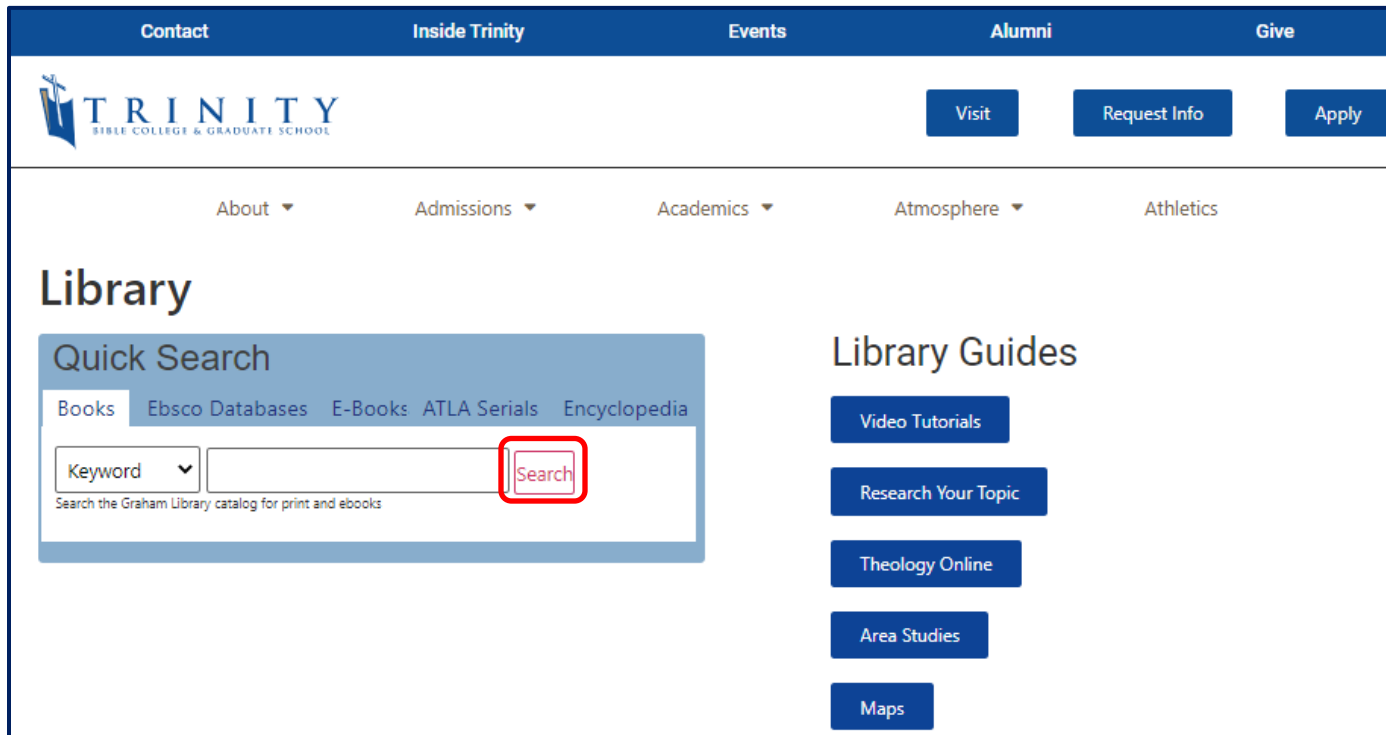
ACCESSING GRAHAM LIBRARY RESOURCES

If you encounter difficulties accessing library resources, please contact us at: tbclibrary@trinitybiblecollege.edu Thank you and happy searching!

1. Go to: [Trinity Bible College & Graduate School Website](#)
2. Click on **ACADEMICS** to show the drop-down menu and choose [Library](#).

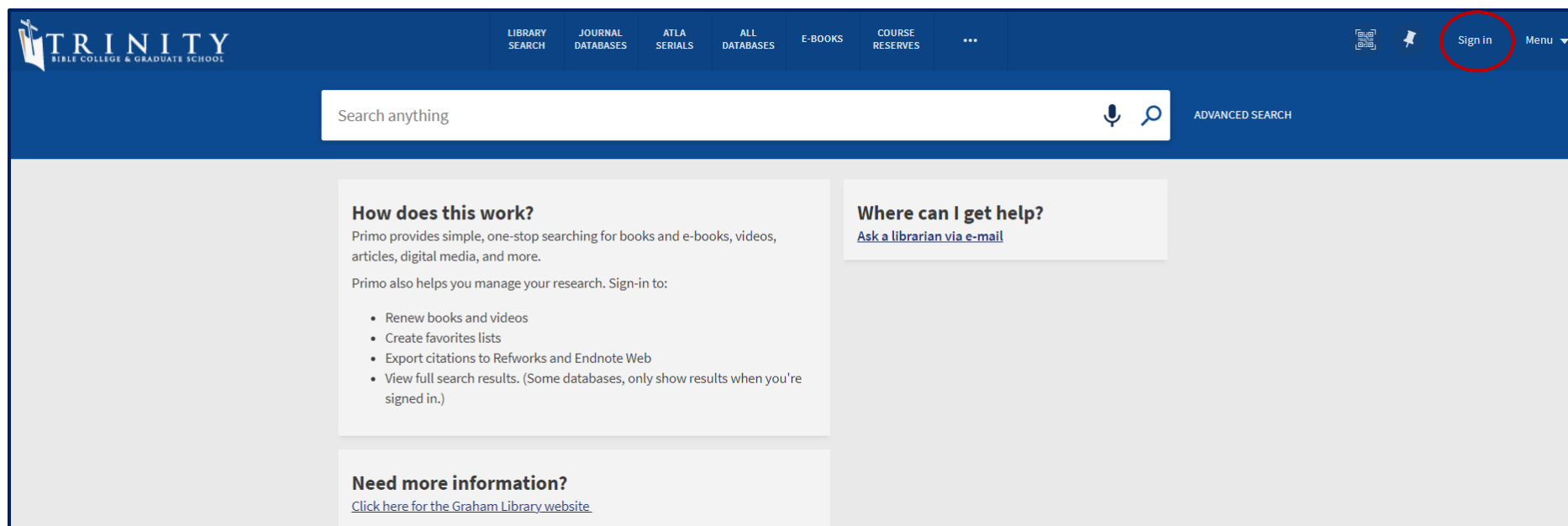


3. Using the **QUICK SEARCH** box, simply click on the  button!



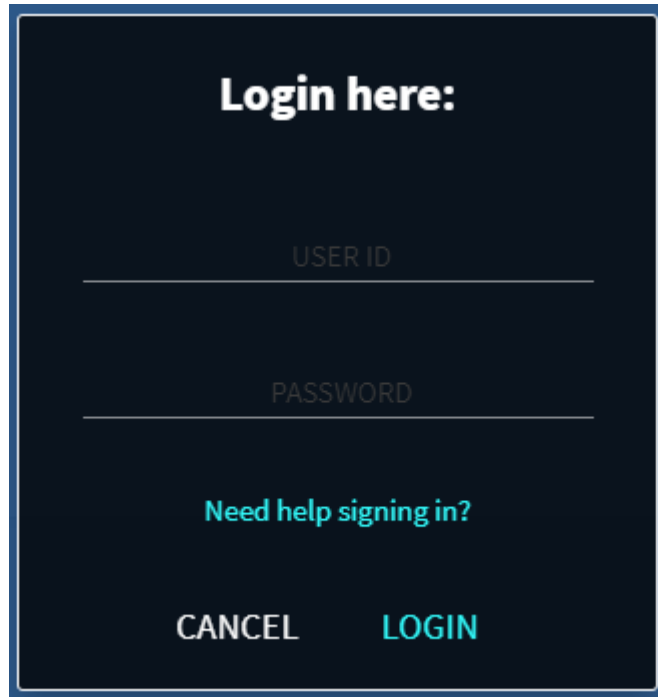
The screenshot shows the website's navigation menu at the top with links for Contact, Inside Trinity, Events, Alumni, and Give. Below the Trinity Bible College & Graduate School logo are buttons for Visit, Request Info, and Apply. A secondary navigation bar includes About, Admissions, Academics, Atmosphere, and Athletics. The main content area is titled 'Library' and features a 'Quick Search' section with tabs for Books, Ebsco Databases, E-Books, ATLA Serials, and Encyclopedia. A search input field with a 'Keyword' dropdown and a 'Search' button is present, with the 'Search' button highlighted by a red square. To the right, the 'Library Guides' section contains buttons for Video Tutorials, Research Your Topic, Theology Online, Area Studies, and Maps.

4. This will take you directly to our **DISCOVERY** page. **PLEASE BOOKMARK THIS PAGE!**
5. You are now able to search all of the Graham Library resources – check out the links at the top of the page. **To receive the full benefits of our new system, please sign in:**



a) Click “**Sign in**” (see red circle above)

b) You will see a Login box like the box below. Your “**User ID**” has been set up as your **firstnamelastname** (no spaces and either upper or lower case is fine). Type **12345678** on the password line and click **LOGIN** (you will need at least 8 characters in your new password)!



Login here:

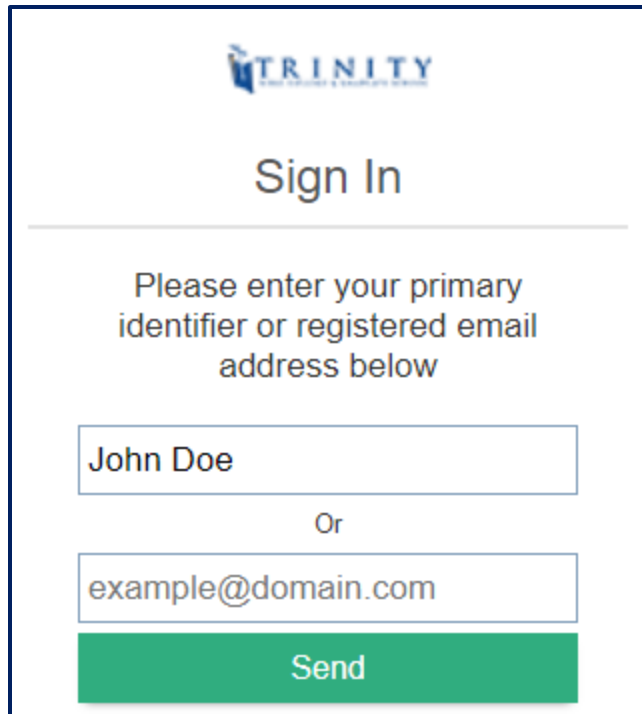
USER ID

PASSWORD

[Need help signing in?](#)

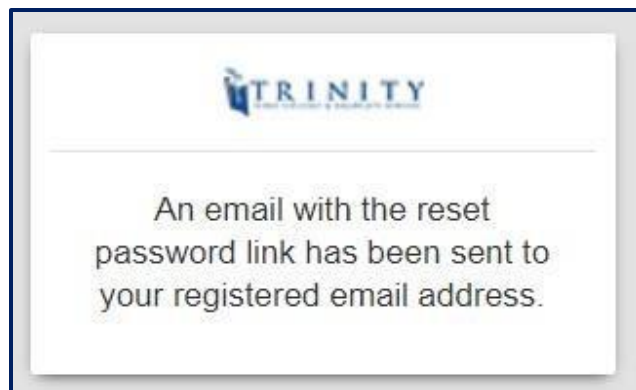
CANCEL LOGIN

- c) You will be directed to the “**Sign In**” box as shown below. It should have populated your “**User ID**” automatically (note “John Doe” in the box below). If not, type it in and click “**Send**”. (**DO NOT TYPE IN YOUR EMAIL ADDRESS!**)



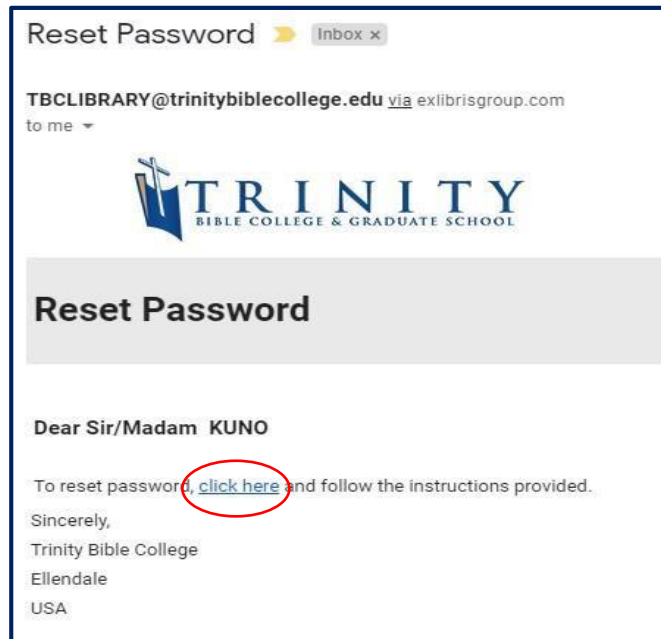
The screenshot shows a web form titled "Sign In" with the Trinity logo at the top. Below the title, there is a horizontal line and a prompt: "Please enter your primary identifier or registered email address below". There are two input fields: the first contains "John Doe" and the second contains "example@domain.com". Between the fields is the word "Or". Below the second field is a green button labeled "Send".

- d) The following message will appear.



The screenshot shows a message box with the Trinity logo at the top. Below the logo, there is a horizontal line and the text: "An email with the reset password link has been sent to your registered email address."

- e) Check your Trinity email for a message from “**TBCLIBRARY**”. If you cannot find it, check your Spam file – we are not sure why, but sometimes it ends up there. If that still does not work, please contact us as we may have made an error when typing in your email address. Click on the “[click here](#)” link.

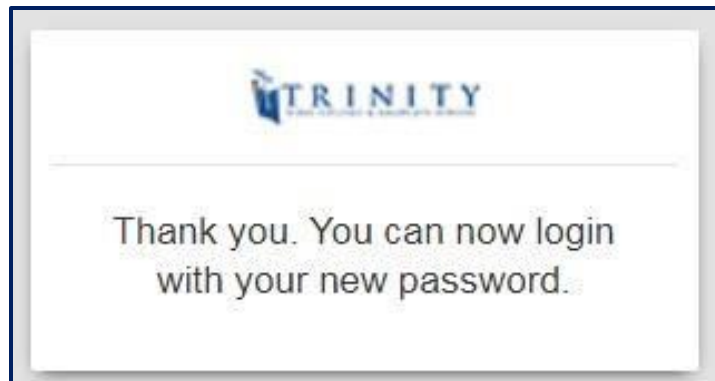


f) This box will appear. Create and verify your new password – it must be at least 8 characters long – click “**Send**”.

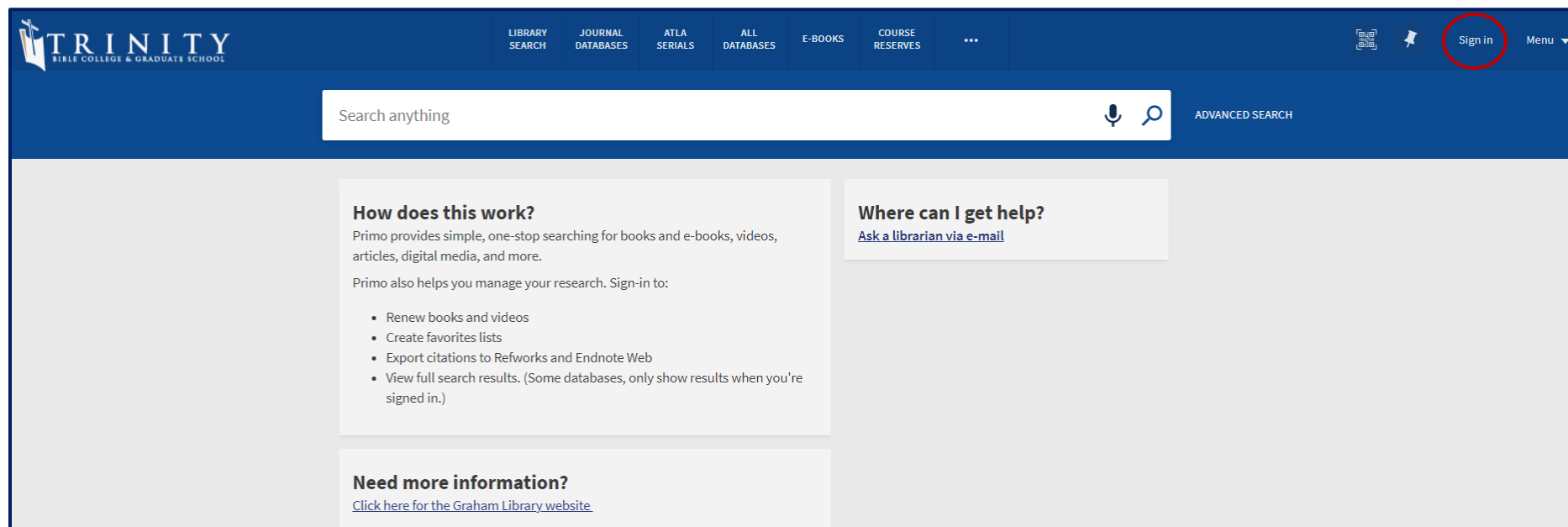


The screenshot shows a web form titled "Create New Password" with the Trinity logo at the top. Below the title, there is a horizontal line and a message: "Please enter new password twice. New password must be at least 8 characters long". There are two input fields: "New password" and "Verify password". At the bottom of the form is a green button labeled "Send".

g) The following message box will appear...



h) Using the bookmark that you created earlier (or go back to the library webpage and click on the “**Search**” button), return to the **DISCOVERY** page and sign in with your new password. *If you forget your password, please let us know and we will re-set your account to prompt you to create a new password the next time you sign in.*



TRINITY
BIBLE COLLEGE & GRADUATE SCHOOL

LIBRARY SEARCH JOURNAL DATABASES ATLA SERIALS ALL DATABASES E-BOOKS COURSE RESERVES ...

Sign in Menu

Search anything

ADVANCED SEARCH

How does this work?
Primo provides simple, one-stop searching for books and e-books, videos, articles, digital media, and more.
Primo also helps you manage your research. Sign-in to:

- Renew books and videos
- Create favorites lists
- Export citations to Refworks and Endnote Web
- View full search results. (Some databases, only show results when you're signed in.)

Where can I get help?
[Ask a librarian via e-mail](#)

Need more information?
[Click here for the Graham Library website.](#)

6. You are now able to:

- Place* material on hold at the Graham Library which you can pick up at your convenience,
- Request* Interlibrary Loans (now called **Resource Sharing**),
- Check* Course Reserves,
- Read* E-books,
- Search* for and then save records and articles to your “**Favorites**” file, and
- Explore* the plethora of online resources available through the Graham Library!

- 7. Since you are not on Trinity’s campus, when you click on **JOURNAL DATABASES, ATLA SERIALS** or **E-BOOKS** at the top of the **DISCOVERY** page, you will be directed to this page that will ask you to identify the library you are associated with:



- Using the drop-down box, scroll down to “Trinity Bible College and Graduate School Library” and click it.



ODIN AUTHGATE LOGIN

Choose your library and login to access your library's databases

Trinity Bible College and Graduate School



LIBRARY LOGIN

All Trinity Students, Faculty, Staff, and Community Patrons

LOGIN

- You will be asked to sign in again (use the library **USER ID** and **PASSWORD** that you just created)
- Click “LOGIN”. You should now be taken to the **Databases** where you can begin to search!

8. Now that you are at the databases, you will probably see one of these pages...

The screenshot shows the EBSCOhost 'Choose Databases' page. At the top right, the 'Sign In' link is circled in red. The page title is 'Choose Databases' and it includes instructions: 'To search within a single database, click the database name listed below. To select more than one database to search, check the boxes next to the databases and click Continue.' Below this, there are three database options, each with a checkbox and a 'Continue' button:

- EBSCO MegaFILE**
EBSCO MegaFILE is a multi-disciplinary database providing full text for over 19,100 total publications and indexing & abstracting for nearly 24,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition, the database contains more than 85,800 biographies, 118,000 primary source documents, 10,150 company profiles and an image collection of more than 502,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier and Regional Business News databases.
[Title List](#) [More information](#)
- Academic Search Premier**
This multi-disciplinary database provides active full text for more than 3,100 journals, including active full text for nearly 2,750 peer-reviewed journals.
[Title List](#) [More information](#)
- Business Source Premier**
Business Source Premier is the industry's most used business research database, providing full text for more than 2,300 journals, including full text for more than 1,100 peer-reviewed titles. This database provides full text back to 1886, and searchable cited references back to 1998. Business Source Premier is superior to the competition in full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics. This database is updated daily on EBSCOhost.
[Title List](#) [More information](#)


The screenshot shows the EBSCOhost search page. At the top right, the 'Sign In' link is circled in red. The page features the EBSCOhost logo and a search bar with the text 'Searching: EBSCO MegaFILE, Show all | Choose Databases'. Below the search bar is a text input field with the placeholder 'Enter any words to find books, journals and more' and a 'Search' button. There are also links for 'Search Options', 'Basic Search', 'Advanced Search', and 'Search History'. A 'Search Options' panel is open, showing search modes and expanders:

- Search modes**
 - Boolean/Phrase
 - Find all my search terms
 - Find any of my search terms
 - SmartText Searching [Link](#)
- Apply related words**
 -
- Also search within the full text of the articles**
 -
- Apply equivalent subjects**
 -

A 'Reset' button is located in the top right corner of the 'Search Options' panel.

DO NOT ATTEMPT TO "Sign In" AGAIN, as indicated by the red circles above...UNLESS...you want to create an account with EBSCO so you can save, collect and organize articles and items you want to keep from here! This "Sign In" has nothing to do with your library login 😊, and if you forget this password...we cannot help you 😞.

8. Find other help on the **DISCOVERY** page:

- a) Click on the Trinity logo  in the upper-left of the search screen for a “[New Search](#)”.
- b) Follow the link under “[Need more information?](#)” to return to the Graham Library webpage.
- c) Contact us with your research questions at “[Where can I get help?](#)”

As you work with the new **DISCOVERY** site, if you have comments or suggestions, please do not hesitate to contact us. We welcome your feedback to help improve our pages.

As we continue to work on our [library webpage](#), we will send updates and further instructions for accessing library resources.

Thank you for your patience during this time!

If you have any questions please contact the library at: tbclibrary@trinitybiblecollege.edu and address either Phyllis Kuno, Library Director, or Jessica Pryer, Administrative Assistant.

Happy searching!

Phyllis Kuno
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Trinity Bible College & Graduate School
Fifty Sixth Avenue South
Ellendale, North Dakota 58436
phylliskuno@trinitybiblecollege.edu
701.349.5407