

## Accessing MIRC resources from off-campus

**MIRC Update** 

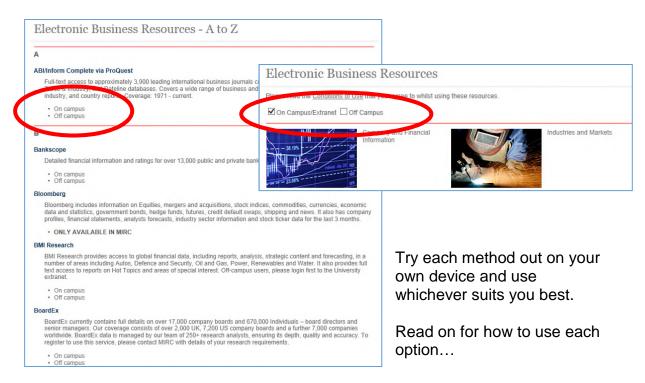
There are 2 ways of accessing our resources from off-campus:

- The University Extranet
- The Internet (Shibboleth)

This is a short pictorial guide to both methods of access...

- Using the **extranet** involves logging into a secure area and using services from there as though you were on-campus.
- Access via the **internet** will require you to log into each service individually with the institutional (Shibboleth) login. (For further details, see p3 of this guide).

Because our subscriptions are open only to registered members of the University, you need to identify yourself as a Cranfield University member before you can access these. You may have noticed that the MIRC electronic resources links have both on-campus and off-campus options. These options are the beginning of the login process.



## **Using the Extranet:**

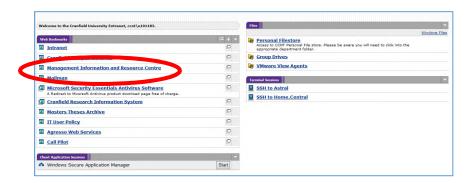
Login to the University extranet at URL: <a href="http://www.cranfield.ac.uk/extranet">http://www.cranfield.ac.uk/extranet</a>.

At the login screen shown here, enter your regular CCNT network username and password.

A successful login will take you to the University extranet homepage. You are now effectively ON-CAMPUS.



From the 'Web Bookmarks' menu, select the 'Management Information and Resource Centre' option.



The MIRC link will take you to our extranet homepage – which is the same as the MIRC internet homepage (but with a slightly different URL).

You can also access your network drive from the extranet homepage (see 'Personal Filestore') at top right of the screen to access your files. .

Use our webpages exactly as you would if you were on-campus – so, even if you are miles away, Extranet users should use our 'on-campus' links.

Some of our MIRC resources are only accessible from off-campus via the extranet. These include *Thomson One, MarketLine, Factiva* and *IBISWorld*.



Please be aware that some database subscriptions are available only in MIRC, such as various finance databases including Datastream, Bloomberg, SDC Platinum and Research Insight. If you want to access these, you will need to be on-site.

Outside MIRC opening hours, most of the finance databases mentioned above are accessible 24/7 in the SOM Computer Studio. Bloomberg however is only accessible while MIRC is open.

Access to eBooks is available via Library Search. For full-text access to an electronic title, use the link within the item's record.



If you wish to renew your Library loans or place a reservation for an item which is currently on loan, you will need to login via Library Search using your email address and network password.

If you have any problems with extranet access, please let us know.

## **Using the Internet and Shibboleth:**

To access our services via the internet, simply navigate to the MIRC pages at URL: <a href="http://www.som.cranfield.ac.uk/som/mirc">http://www.som.cranfield.ac.uk/som/mirc</a>. From here you will be able to view all our general pages but in order to gain access to any subscription resources from off-campus, you will be asked to login.

When you arrive at the Electronic Business Resources page, click on the 'Off-campus' checkbox before selecting any of our resource links – or select the 'off-campus' link.



We use a system called Shibboleth to login to our electronic resources from off-site. Shibboleth is also known as 'Institutional login' or 'Federation login'.

To login, you will need to follow the Shibboleth login procedure explained below:

- 1. First of all, select the off-campus link from our webpages or the Shibboleth (institutional) login option on the service homepage.
- 2. If prompted for your institution's Shibboleth federation, select UK.
- 3. From the list of UK institutions select 'Cranfield University Shibboleth' from the list generated and click 'Select'.
- 4. The Cranfield University login page will appear, allowing you to login to the service with your CCNT username and password.

Most of our links will take you directly from step 1 to step 4 but a few others will require you to work through all four steps.



Some of our MIRC resources are only accessible from off-campus via a Shibboleth login. These include EBSCO Business Source Complete and Passport.

BMI Research requires an additional username and password for off-campus access. Please contact MIRC is you require this.

If you have any problems using the Shibboleth login, please contact the Library Resources team (libraryresources@cranfield.ac.uk) for assistance.

## **Contacting us**

 $\boxtimes$ 

**Management Information and Resource Centre (MIRC)** 

+44 (0) 1234 754440

mirc@cranfield.ac.uk

som.cranfield.ac.uk/som/mirc