



Getting Online from Off Campus

Keys to successful authentication and access

- 1.) All resources work better through a high speed connection. In fact, we have had several reports of difficulty with downloads from those using a dial-up connection.
- 2.) Many employers establish firewalls for security. Often, these firewalls make setting-up USU proxy impossible. There is nothing we can do on this end; this type of problem will have to be resolved by the IT department on your end. We strongly encourage distance students to obtain high speed home access if at all possible.
- 3.) If you do run into problems accessing USU online resources, you can always use the state database package: Pioneer. Utah public libraries make available a large suite of online resources and you can obtain online access passwords and assistance from your local public library.
- 4.) Many online resources require that you have downloaded Adobe Acrobat Reader. This software is freely available at:
<http://www.adobe.com/products/acrobat/readstep2.html>
- 5.) Many online resources require that you use the late version browsers. For your reference, these releases are currently: Firefox 1.5 or later, Internet Explorer 5.5 or later, or, for Macintosh, Safari 1.1 or later.
- 6.) You must connect to USU Proxy in order to authenticate yourself as a member of the USU community in order to remotely access library electronic resources.
- 7.) **Make sure to remember that your login name and password for your cc.usu.edu email account is the same as the login for the proxy!!!**

Login for cc.usu.edu: _____

Password: _____

- 8.) If you run into any problems whatsoever, please do not hesitate to contact me! My contact information is available on the Library homepage in multiple locations, but here it is for your reference:

Jennifer Duncan
Electronic Resources Librarian
jennifer.duncan@usu.edu
435.797.8148

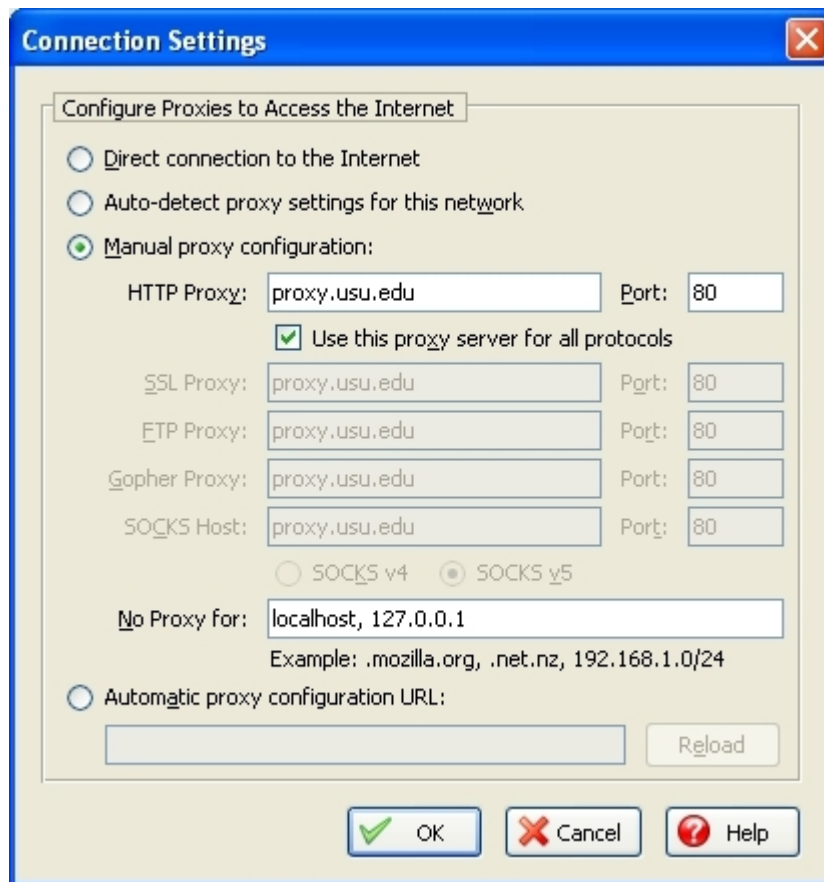
Step One: Get an official USU email account

- Go to <http://www.usu.edu/ncs/> and click on **Student Support**
- Under Email Accounts at USU, select **Activate Your Email Account**
- Create Your Email Account by filling out this form. You will need your **A Number**
- [If necessary, obtain **A Number** here: https://ssb.banner.usu.edu/zprod/z_banneridlookup.P_DispatchBannerIdLookup]

Step Two: Configure USU Proxy

Instructions are available here: http://library.usu.edu/electres/off_campus.php

If you are using Firefox, the set-up screen will look like this:

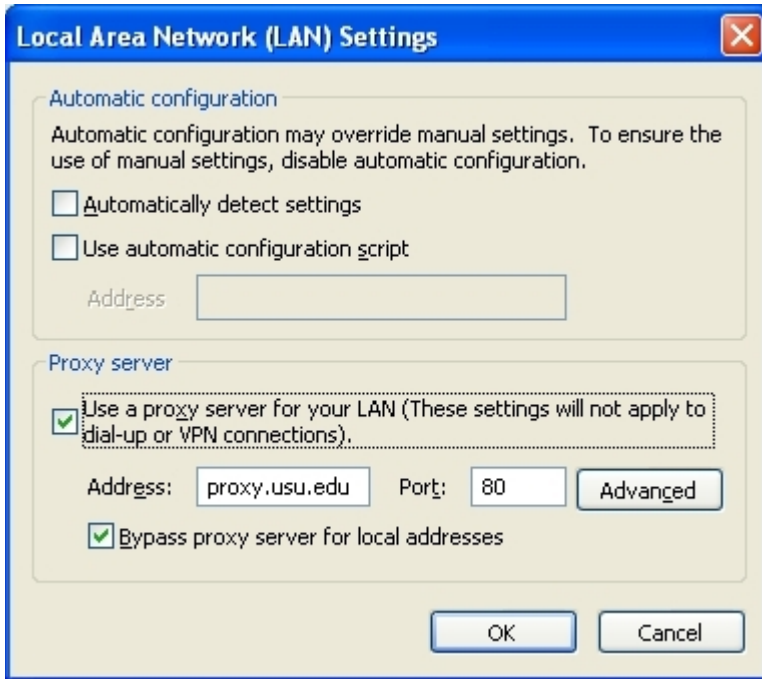


The screenshot shows the "Connection Settings" dialog box in Firefox. The "Configure Proxies to Access the Internet" section is active, and the "Manual proxy configuration:" option is selected. The following settings are visible:

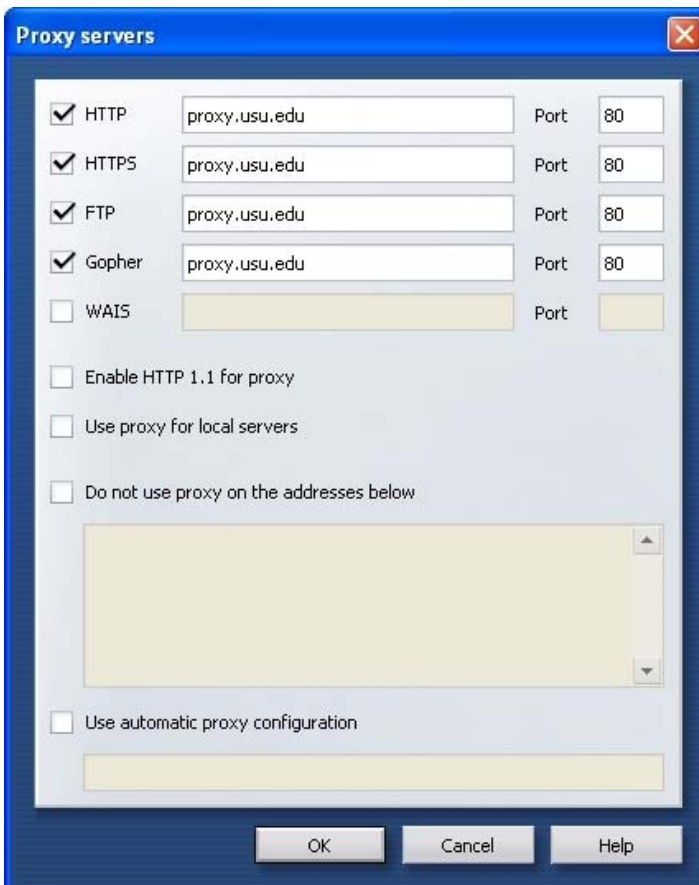
- Direct connection to the Internet
- Auto-detect proxy settings for this network
- Manual proxy configuration:
 - HTTP Proxy: proxy.usu.edu Port: 80
 - Use this proxy server for all protocols
 - SSL Proxy: proxy.usu.edu Port: 80
 - FTP Proxy: proxy.usu.edu Port: 80
 - Gopher Proxy: proxy.usu.edu Port: 80
 - SOCKS Host: proxy.usu.edu Port: 80
 - SOCKS v4 SOCKS v5
 - No Proxy for: localhost, 127.0.0.1
Example: .mozilla.org, .net.nz, 192.168.1.0/24
- Automatic proxy configuration URL:

Buttons at the bottom: OK, Cancel, Help.

If you are using Internet Explorer the set-up screen will look like this:

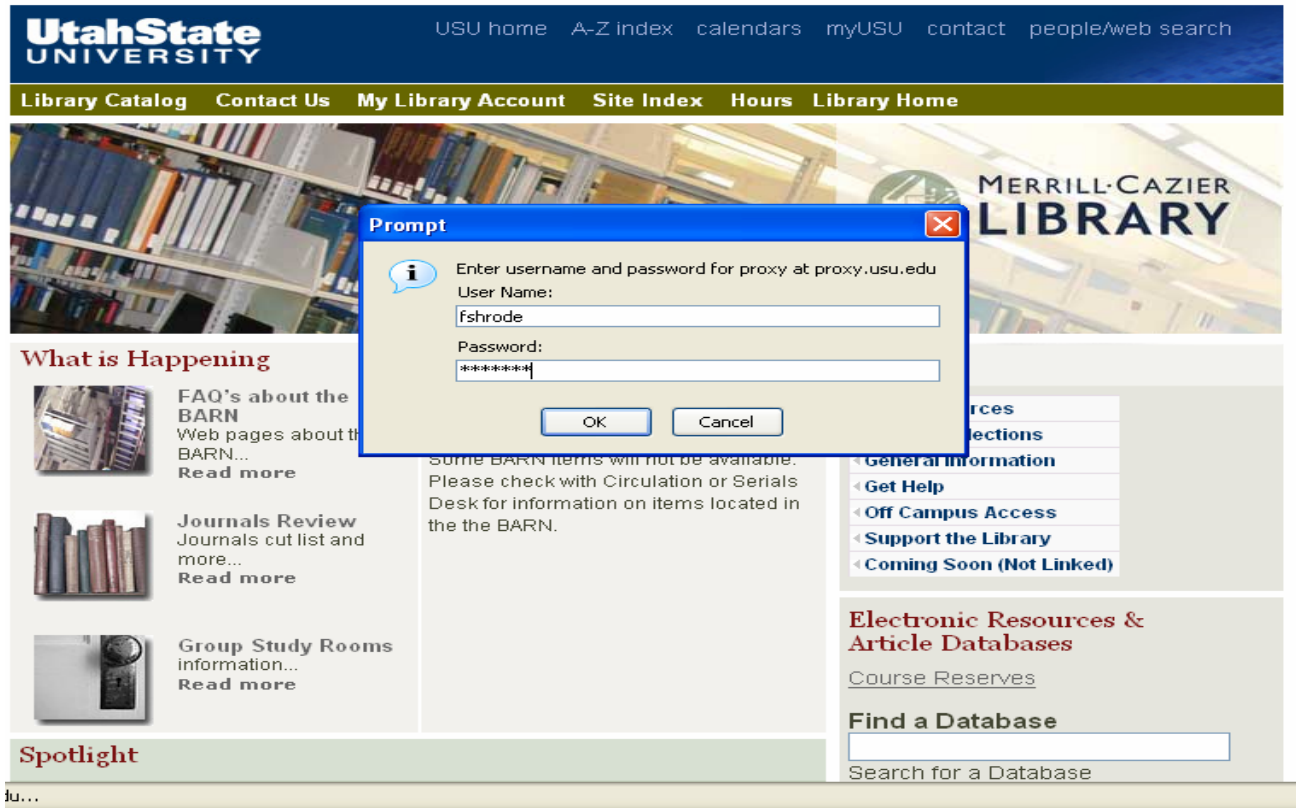


If you are using Opera, the set-up screen will look like this:



Step Three: Connect to Library Resources and Happy Researching!

Make sure to note that you should receive a pop-up screen prompting for **proxy** login. This login **will not** be within the webpage itself, but will be a separate login box on top of the page you are viewing:



The screenshot shows the Utah State University Library website. At the top, there is a navigation bar with links for "USU home", "A-Z index", "calendars", "myUSU", "contact", and "people/web search". Below this is a secondary navigation bar with "Library Catalog", "Contact Us", "My Library Account", "Site Index", "Hours", and "Library Home". The main content area features a banner for "MERRILL-CAZIER LIBRARY" and a "What is Happening" section with links to "FAQ's about the BARN", "Journals Review", and "Group Study Rooms". A "Spotlight" section is also visible. A blue "Prompt" dialog box is overlaid on the page, asking for proxy login credentials at proxy.usu.edu. The dialog contains fields for "User Name" (filled with "fshrode") and "Password" (filled with "*****"), and "OK" and "Cancel" buttons.

Depending on the browser you are using, you will see one of the following screens:

Firefox Proxy Prompt:



The screenshot shows a "Prompt" dialog box from Firefox. The title bar says "Prompt". The main text reads: "Enter username and password for proxy 'Utah State University' at proxy.usu.edu:80". Below this are two input fields: "User Name:" with the text "bigblue" and "Password:" with "*****". At the bottom, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

Internet Explorer Proxy Prompt:



Opera Proxy Prompt:

