

How to Login from Off Campus

Online Resources at Hartford Seminary Library: using the Proxy Server

Did you know that accessing electronic information in the Library can be done without coming in to campus? The 'trick' is to convince the Library system that you are actually using a computer in the Library Reading or Reference Room instead of searching from your own home, another library, or a 'hot spot' in some other location. This can be done easily - and legally! And entering just one Username and Password, if done correctly, should allow you to access all of our restricted sites: eBook collections, EBSCO databases, and so on.

(Using your own computer while on campus by logging in to the wifi network is covered separately).

From off campus, the very first thing you should do when you access the Library homepage is to click on Off Campus Login button to the left of the page. It'll be the very first button listed. Searches in particular databases will not be successful if you do not first engage Off Campus Login, since the databases will not recognize your Username and Password. Only the Off Campus Login will 'take' your personal information.

If you click on the Off Campus Login button while you're on campus, your request will send you back to the Seminary homepage. If you are indeed off campus, you will be asked for two pieces of information: your last name serves as your Username, and your Password is the student ID number you were issued upon matriculation. When you enter them both, you will be automatically returned to the Library homepage. From there, you can search any of the restricted sites.

If you have entered your information incorrectly, or if you are not recognized by the Proxy Server, please contact the Library so we can verify your input. This may involve a little lead time since it may be necessary to contact the Registrar as well as our Information Technology people.

To contact the Library, you may phone us at 860-509-9500 or email library@hartsem.edu.

Happy Hunting!