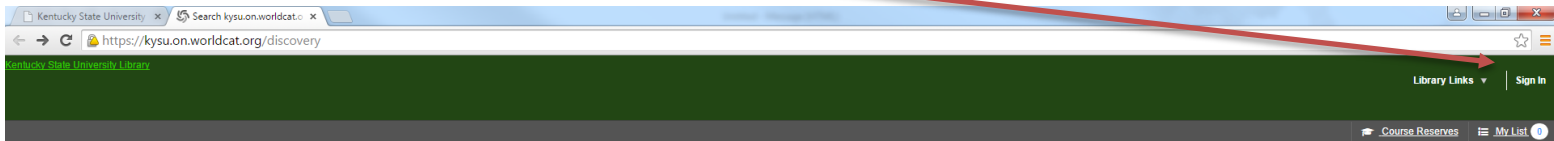


“Sign In” Steps for Accessing the KSU Library Catalog (WorldCat Discovery)

Please note: You must be a valid KSU student, faculty or staff to access the full “Sign in” services of the [KSU Library Catalog](#).

This step is only required for the first time you sign in as a new user or when you need to reset your password.

1. Go to the [KSU Library Catalog](#).
2. Click Sign In (upper right corner).



Search Kentucky State University Library and beyond.


Advanced Search

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1.148.0

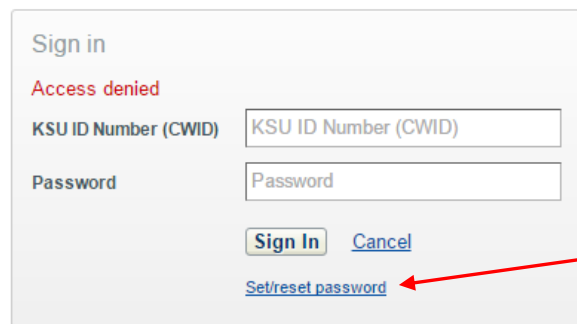
2777b53e-8772-4905-92e8-027ad1070207

Network Infrastruct...docx

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3. The Sign in box will appear. The first time you log in you will have to create your own password. In order to do so, click on "Set/Reset Password".



Sign in

Access denied

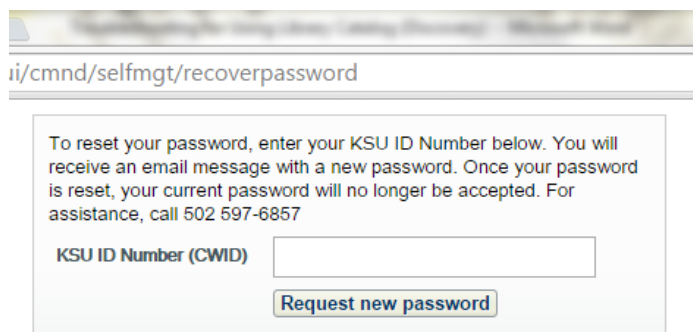
KSU ID Number (CWID)

Password

[Sign In](#) [Cancel](#)

[Set/reset password](#)

4. The following box will appear:



ii/cmnd/selfmgt/recoverpassword

To reset your password, enter your KSU ID Number below. You will receive an email message with a new password. Once your password is reset, your current password will no longer be accepted. For assistance, call 502 597-6857

KSU ID Number (CWID)

[Request new password](#)

5. Be sure to type in your KSU Campus ID number. Check your KSU ID card for your ID number. The number is located at the bottom of your KSU Campus ID card.

Check your KSU e-mail account; a message from Library Password Management <donotreply@oclc.org> will appear in your KSU inbox with instructions on how to set/reset your unique password. You must set a unique password to use the Library Catalog (Discovery) by following the instructions in your KSU email message.

6. If you have any problems with setting up your password and/or you do not get an e-mail message from Library Password Management, please call the Reference Desk 502-597-6857 or contact [Ask-A-Librarian](#). The librarian can check your user/patron record in the Library system to make sure your information is up to date.
7. If you get in the Library Catalog and you still cannot connect via the "Sign In" screen, check your computing device (laptop, desktop, iPad, etc.) to make sure that you have

the latest version of Internet Explorer 9 or 10. If you do not, you should use the latest versions of Chrome, Firefox or Safari web browsers.

For assistance on searching the Library Catalog, please click to view a [tutorial](#) - Library Catalog WorldCat Discovery Search Demonstration.

Remember you can always call the Library for assistance during [Library hours](#) – 502-597-6857.