Off-Campus Access

To log into a database from off-campus, use the A-Z Database List found on the library homepage to select the database you’d like to search.

You can select a specific database by name or you can use the View More Results option to see the full list of databases. You’ll see a lock next to many of the databases. This lock indicates that you need to authenticate when you are off-campus. Authenticating tells the database that you are an SMSU student, faculty, or staff member who has access to these databases.

Let’s find a database called MegaFile. Using the letter shortcuts across the top, we’ll select the M link to find the databases beginning with the letter M. Here’s MegaFile. It does have the lock so we’ll need to authenticate.

At this point, we can either login with our StarID information or our 14-digit barcode number. Since we’re using the StarID for most of our other SMSU e-services, choosing to use the StarID is our primary choice. However, the barcode number (either provided to you or printed on your Mustang ID card) is also an option. That password is initially set up to be your last name. If you have questions about your barcode, please call the library.

After entering the login information, click login and now we’re at to the search screen of the MegaFile database.