

# Using UP ILLiad to Request Materials

UP ILLiad is the University of Portland's Interlibrary Loan system. Use UP ILLiad to request journal articles, books, and other materials not available in the Clark Memorial Library's collection.



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## Library: Welcome

### Find Books, Videos & More

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Find Books, Videos & More  
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1. To set up your UP ILLiad account, choose **Interlibrary Loan**.



## Library: Interlibrary Loan

[Logon to UP ILLiad](#)

Clark Memorial Library's Interlibrary Loan system! Use UP ILLiad to request articles, books, and other materials; view your requests, retrieve ILL articles, and more!

2. Select: **Logon to UP ILLiad**.

**UP ILLiad**  
Enter your user information below.  
Then press the Logon to ILLiad button to continue.

**UP ILLiad Logon** \* Indicates required field

Interlibrary Loan Services are available to current University of Portland students, faculty and staff.

Enter your UP network username and password. [Forgot your password?](#)

\* Username   
\* Password

**Logon to ILLiad**

3. Enter your UP network username and password (same as Pilots logon).

Contact the UP Help Desk (503-943-7000 or email [help@up.edu](mailto:help@up.edu)) if you can't logon.

**New User Registration for UP ILLiad** \* Indicates required field

\* First Name

\* Last Name

\* UP EMail Address

\* Daytime Phone

\* Mailing Address

\* City

\* State

\* Zip

Status

Department

4. If this is your first time using UP ILLiad, you will be prompted to fill out a New User Registration form.

You only need to enter this information once. It will be stored in the system for future requests.

Remember to indicate your Status and Department/Major.

**Requesting items from UP ILLiad:**

1) The most common method is selecting the **Get it @ UP** link for an item of interest in a database.

1. [Art therapy with children: From infancy to adolescence.](#) 📄  
 By: Leyland, Claire-Louise. Psychodynamic Practice, May2009, Vol. 15 Issue 2, p210-214, 5p;  
 DOI: 10.1080/14753630902811482; (AN 39359642)  
 Database: Academic Search Premier

[Add to folder](#)

[Get it @ UP](#)

**You searched for:**

**Article:** Art therapy with children: From infancy to adolescence.  
**Author:** Leyland, Claire-Louise  
**Source:** Psychodynamic practice  
**ISSN:** 1475-3634    **Date:** 05/01/2009  
**Volume:** 15    **Issue:** 2    **Page:** 210

If the Get it @ UP screen displays the message "This source is not available from UP," then select **Logon to UP ILLiad** and enter your network name and password.

**This source is not available from UP. Try one of the options below.**

[Get it through Interlibrary Loan](#)    [Logon to UP ILLiad](#)

Questions? [Ask us!](#)

After you logon, an article request form will be filled in with the necessary information needed to request the item.

All you have to do is enter a **not wanted after date** and choose the **Submit Request** button.

Articles arrive in 3-5 days and will be placed in your UP ILLiad account.

**Article Request** \* Indicates required

[Submit Request](#)    [Clear Form](#)    [Cancel - Return to Main Menu](#)

**Describe the item you want**

\* Not Wanted After Date (MM/DD/YYYY)   
What is your deadline for receiving this item? (3 business days minimum)

\* Journal Title   
Please do not abbreviate unless your citation is abbreviated

Volume

Issue Number or Designation

2) The other method is to request items from within your UP ILLiad account.

Under New Request, choose the type of item you wish to request. Then fill out the form.

UP ILLiad

Choose a request below for detailed information.  
Below are your most recent active requests. Click on any transaction number for detailed information.

- Logoff sotak
- Main Menu
- New Request
  - Article
  - Book
  - Book Chapter
  - Media

**Outstanding Requests**

Transaction	Type
No Requests	

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## Retrieving your articles from UP ILLiad:

You will receive an email when your item is available, with a quick logon link to access your account.

UP ILLiad

Click on a link below to download or view.

Search

Active All

- Logoff sotak
- Main Menu
- New Request
  - Article
  - Book
  - Book Chapter
  - Media
  - View
  - Outstanding Requests
  - Electronically Received Articles
  - Checked Out Items

Articles posted to this page will remain accessible by the requestor for **30 days from the date of posting**. If, prior to this time, you no longer require the use of an article, you may delete it using the "Delete" link to the right of the article information.

In the event that you accidentally delete an article from this web page, you may undelete articles or e-mail us at [ill@up.edu](mailto:ill@up.edu) to have them reset.

**Electronically Received Articles**

Transaction	View	Size	Title	Author	Expires	Delete
53561	View	607.04 KB	Joint Commission Journal on Quality and Patient Safety: Controlled trial of a rapid response system...	Rothschild et al.	9/27/2008	Delete

After you logon, choose **Electronically Received Articles** on the left.

This will display articles that have been posted into your account.

Then choose the **View** PDF icon to display the full text. Make sure to save or print a copy; articles will be removed from your account after 30 days.

**Need more help? Call (x7788), IM ([uplibhelp](#)), or visit the reference desk.  
Reference librarians and assistants are here to help you!**