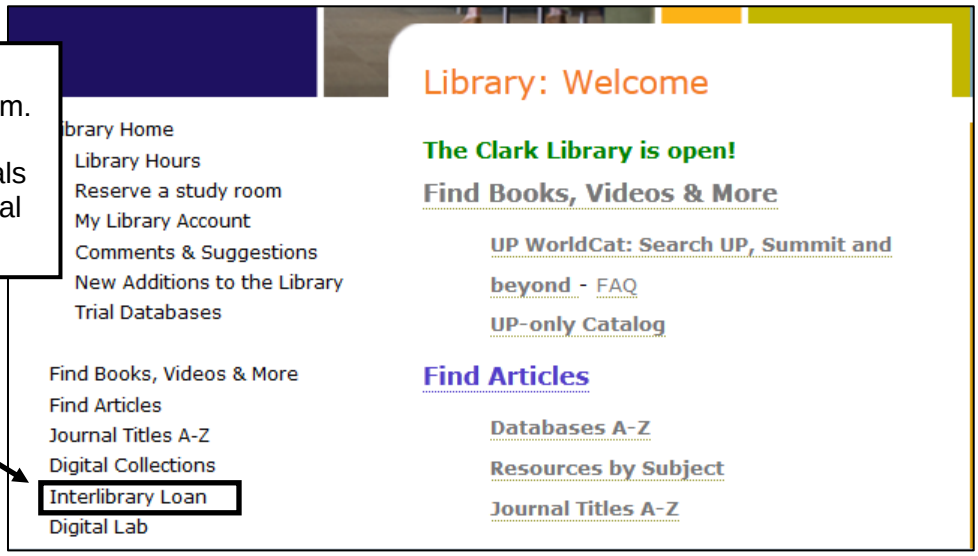
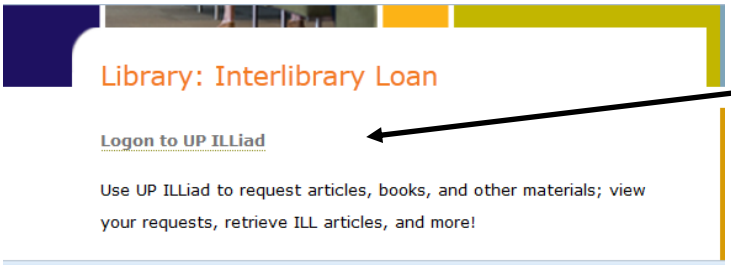
Clark Library University of Portland	Using UP ILLiad to Request Materials	http://library.up.edu 503-943-7788 library@up.edu

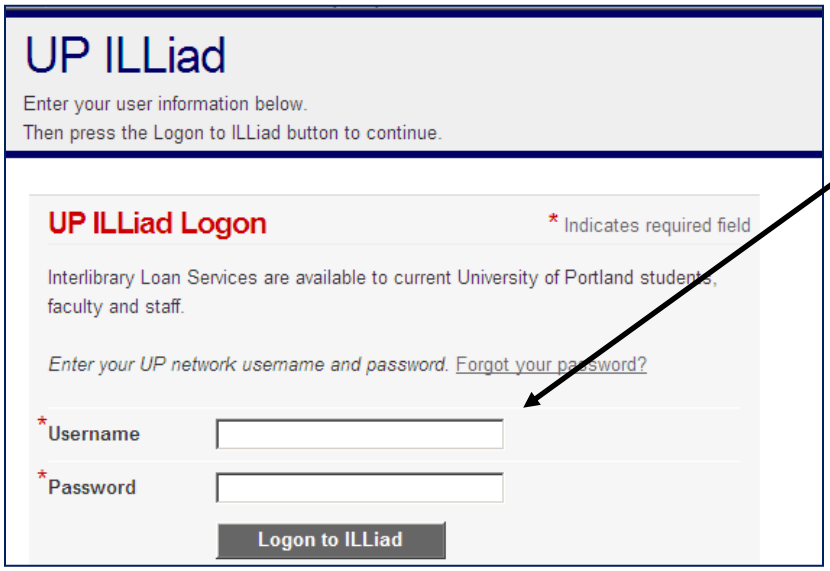
UP ILLiad is the University of Portland's Interlibrary Loan system. Use UP ILLiad to request journal articles, books, and other materials not available in the Clark Memorial Library's collection.

1. To set up your UP ILLiad account, choose **Interlibrary Loan**.



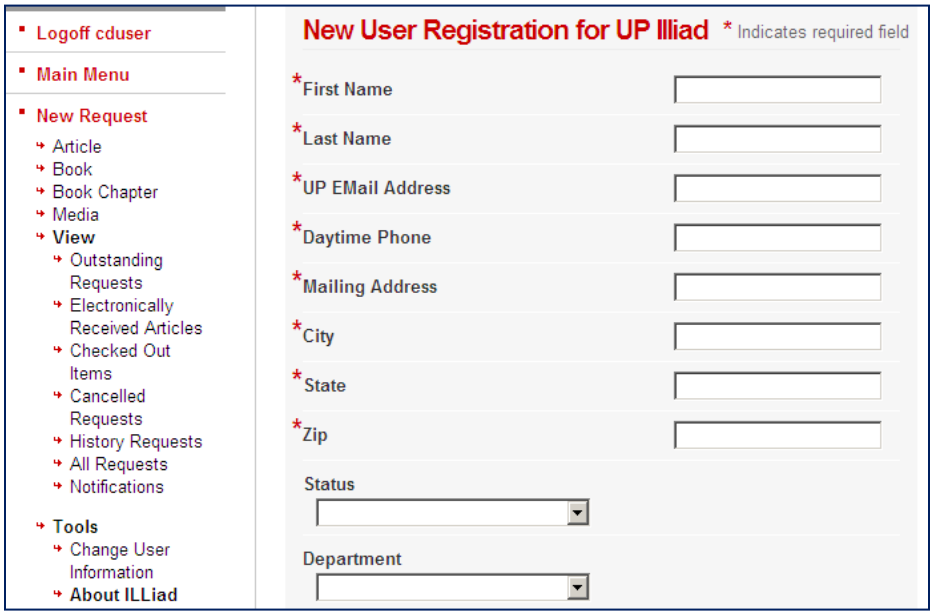


2. Select: **Logon to UP ILLiad**.



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) if you can't logon.



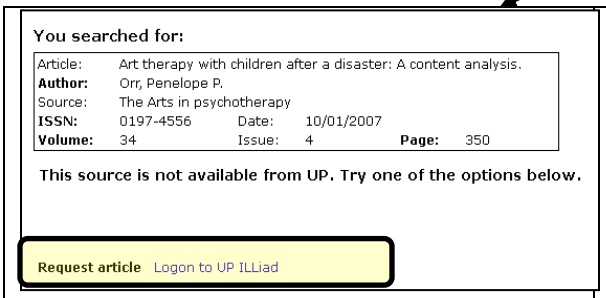
4. If this is your first time using UP ILLiad, you will be prompted to fill out a New User Registration form.

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

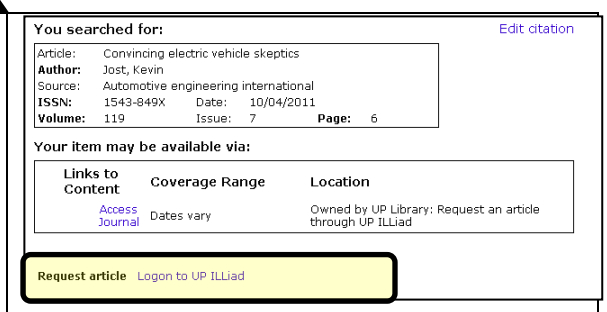
Remember to indicate your Status and Department/Major.

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.



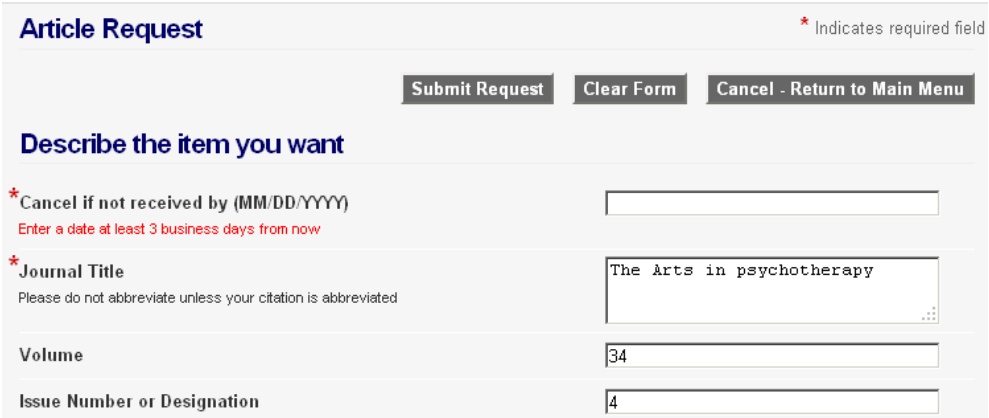
If the Get it @ UP screen says "This source is not available from UP," OR if the article might be in library storage, select **Logon to UP ILLiad** and enter your network name and password.



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 **cancel if not received by** date and choose the **Submit Request** button.

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

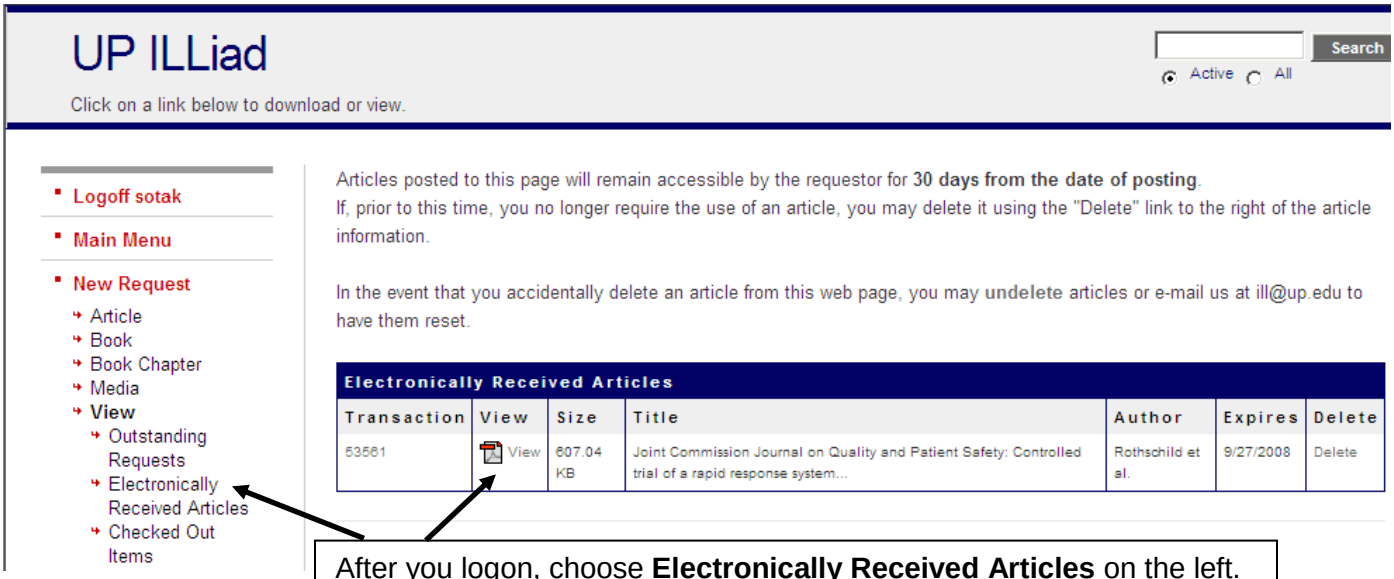


2) The other method is to request items from within your UP ILLiad account.

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

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.



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.