Steps For Library Access:

1. Get a GateWay College ID from the Center for Student Life reception desk in the Main Building on campus. (No fee for first card.)
   a. Bring a photo ID (required) and your class schedule (if available) with you.
   b. Hours: M-TH 8 am - 7 pm and F 8 am - 4 pm

2. Bring your GateWay College ID to the GateWay Library in the Main Building, to validate your account at the Circulation Desk (This process links your barcode number on your ID card to your library account and activates remote access to the library databases.)
   a. Hours: M-TH 7am - 8pm, F 7am - 4pm, and Saturday 8am -1pm
   b. You are responsible for all items checked out on your account.
   c. Licensing restricts access to the library databases to GateWay students, faculty and staff only. Do not give out access information to others.

3. Ask the staff for a remote access flyer/handout upon validation of your account.
   a. The handout provides instructions for accessing the databases, usernames and passwords for specific databases that do not utilize the ID number for access, and contact information.

4. For email notification, provide the staff with a valid email account; otherwise all notices will be sent to you via regular mail.

5. With your validated ID, you will be allowed to check out library materials and utilize the computers on the college campus, as well as access the library subscription databases/services remotely (anywhere there is Internet access). You are also permitted to check out materials, using your GateWay ID, at any other Maricopa Community College Library. [NOTE: Computer use may be restricted at the other libraries.]

6. Ask for assistance in using the databases at the Reference Desk (in person, by phone, email, or via the Online Librarian Chat service)
   a. Pick up a library bookmark which lists our website, hours and contact information.

Potential Problems:

- Firewalls may prevent access to the databases. Try lowering the settings.
- Filters may prevent access to some materials
- AOL browser does not work. Use IE, Netscape, FireFox
- Cookies must be turned on