## Step 1: Access Campus Online

- Go to USM Campus Online <u>https://campusonline.usm.my/</u> (Figure 1: Campus Online)
- Log in with your USM Identity.



Figure 1: Campus Online

# Step 2: Navigate to ePerpustakaan

• On the dashboard, select **ePerpustakaan** (Figure 2) from the available apps.



Figure 2: ePerpustakaan app

## Step 3: Choose Off-Campus Access

• Select **Off-Campus Access** to access the library's electronic resources remotely.



Figure 2: ePerpustakaan dashboard

#### **Step 4: Search for Articles**

- You have two options for searching (Figure 3):
  - Discovery Search Articles, Journals, and Databases Use this option to search for academic journal articles, databases, printed books, eBooks, and other discoverable resources. It serves as a onestop centre to find all USM Library collections
  - 2. Discover Resources Search the list of resources Browse the list of available databases and eBooks. You can search the list alphabetically or enter the name of a specific database or eBook you are looking for.
- \*\* Use appropriate keywords to refine your search results.

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<image/>	2 Discovery Search article Discover 8 Search the lis All A K L V W	s, journals, d 1 resource t of resource B M XYZ #	atabases, bo es s C D N O	oks E P	F G Q R	H S Favo	I T urites	С О	

Figure 3: Search Options

#### **Step 5: Access Full-Text Articles**

- If the full text is available, you can download it directly.
- If the full text is not available, proceed to the next step.

#### **Step 6: Request Full-Text via the Library**

- Go back to the ePerpustakaan dashboard (Figure 2).
- Select Request Book and Article System (RBAS).

		Perpustakaan	+
<b>O</b> Your Library Account	Off Campus Access	ePayment	S. Endowment
<b>Eibrary Workshops</b>	eTheses	Dpen Access Repository	Request Book & Article System (RBAS)

Figure 2: ePerpustakaan Dashboard

- Select Request Articles (Figure 4).
- On your right, click the **ADD REQUEST** button (Figure 5). Enter the details of the article you need in the **Article Request Form** (Figure 6).
- Kindly complete the provided form and click the **SUBMIT** button. Your request will be forwarded to our admin for processing.
- Library staff will process your request within **four working days** and notify you of the supply status via email.



Figure 4: Menu for Article Requests



Figure 5: Add Request

Article Requ	iest [*]
***	
**Example :	re January 2012. Volume 04, Januari, pp. 57,72. Locking for the impact of peer review, does sound of
Sciencometric	as January 2013, volume 94, issue 1, pp 57-73 cooking for the impact of peer review: does count of
running uciun	omedgemento really predice research impace
**Example :	
10.1039/c4n	r01857e
Article URL	
***	

Figure 6: Article Request Form

# FOLLOW THE SAME STEPS IF YOU WISH TO SUBMIT ADDITIONAL REQUESTS.

**Thank You**