



## Creating a link for off-campus access

You can easily share resources with your students through your class page on the portal whether they are on- or off-campus. If you copy a Permalink to an e-book or journal article from the EBSCOhost interface, it will automatically be formatted for on- or off-campus access. In order to make any non-EBSCO subscription-based on-campus link work off-campus, all you need to do is add this simple prefix to the URL: **<https://apts.idm.oclc.org/login?url=>**

### Find the resource you want to share

We'll start with an example from the EBSCOhost e-book collection. Locate the resource you want to share in EBSCOhost. Note that you can share a link to a whole e-book, a specific chapter or page in the e-book, or to a full-text journal article in the ATLA Religion Database or any other EBSCOhost database.

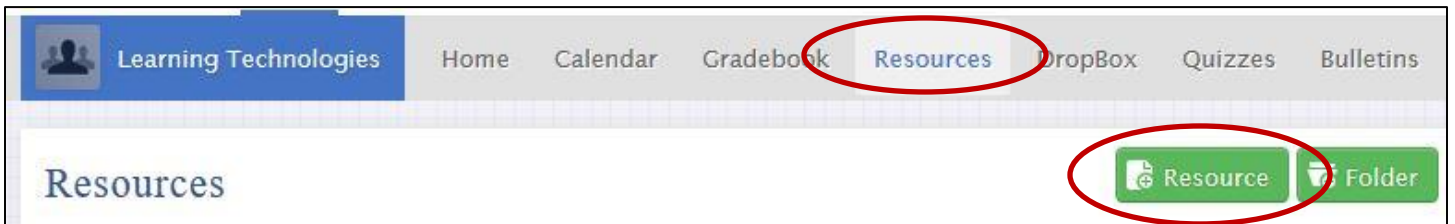
### Copy the Permalink

Click on the "Permalink" button under Tools, then copy the URL from the Permalink box. Take care to copy the entire link (it can be quite long). You will notice that the link automatically includes the proxy prefix. This will also be the case for Permalinks copied from other EBSCO databases, such as the ATLA Religion Database.

The screenshot shows the EBSCOhost interface for the e-book "Homeric Speech and the Origins of Rhetoric" by Rachel Ahern Knudsen. The "Tools" menu on the right includes options like "Add to folder", "Print", "E-mail", "Save", "Cite", "Export", "Create Note", and "Permalink". The "Permalink" option is circled in red. Below the interface, a text box shows the generated permalink: `https://apts.idm.oclc.org/login?url=http://search.ebscohost.com/login.aspx?direct=true&d`. This URL is also circled in red.

### Navigate to your class page

Go to the class page where you'd like to add the resource and click "Resources." You can either place your resource in an existing folder or click "New Folder" to create a folder. Click "Resource" to add the link.



Next, paste in the Permalink you copied from EBSCOhost into the “External web link” box.

A screenshot of a 'New Resource' form. The form has a dark header with the title 'New Resource' and a close button. Below the header, there are several input fields: 'Title', 'Description', 'Folder' (a dropdown menu), 'Thumbnail' (with 'New File' and 'Existing File' buttons), 'Display Date' (with a date picker showing '8/14/2018'), and 'Archive Date' (with a date picker). There is a checkbox labeled 'Archive this resource (it will not be visible on the website)'. Below these fields, there are four tabs: 'Link', 'File', 'Content', and 'Multiple Files'. The 'Link' tab is selected. Under the 'Link' tab, there is a text input field with a search icon on the right. The radio button next to 'External web link' is selected and circled in red. Below the input field, there is a radio button for 'Internal site page'. At the bottom of the form, there are two buttons: 'Cancel' and 'Save Resource'.

Then click “Save Resource” and you are ready to go!

**Note:**

- You will not need to input separate URLs for on- and off-campus access, using the URL with the proxy prefix will take students to the right resource no matter where they are.

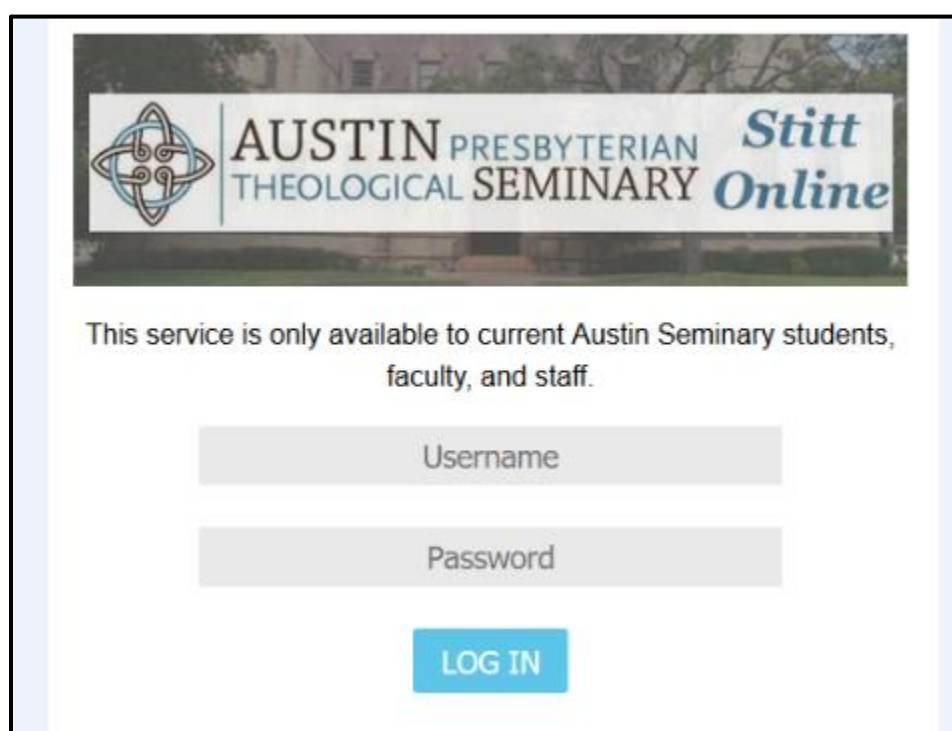
- Use this same system to create links for other subscription-based Stitt Library resources including Credo, Oxford Biblical Studies Online, and our subscription e-journals. If you create a link using one of our non-EBSCO resources, you will need to click at the start of the URL (before http://) and paste in this prefix before saving the link:

**https://apts.idm.oclc.org/login?url=**

**IMPORTANT: Don't forget to include the equals sign (=) at the end of the prefix and delete any spaces!**

#### What will my students see?

If your students are on-campus, the link will go directly to the resource. If they are off campus, they will see this login-screen where they can enter in the same username (ex. john.smith) and password that they use for their Seminary e-mail address to access the resource:

The image shows a login page for Stitt Online at Austin Presbyterian Theological Seminary. At the top, there is a banner with the seminary's logo on the left, which consists of a stylized cross with four circular elements. To the right of the logo, the text reads "AUSTIN PRESBYTERIAN THEOLOGICAL SEMINARY" in a serif font, and "Stitt Online" in a blue, italicized sans-serif font. Below the banner, a message states: "This service is only available to current Austin Seminary students, faculty, and staff." Underneath this message are two input fields: the top one is labeled "Username" and the bottom one is labeled "Password". Both fields are currently empty. Below the password field is a blue button with the text "LOG IN" in white, uppercase letters.

Once the student enters their username and password, they will be taken directly to the resource.

If you have questions, or if you'd like a librarian to walk through this with you in person, please contact us at [libraryiq@austinseminary.edu](mailto:libraryiq@austinseminary.edu)

