

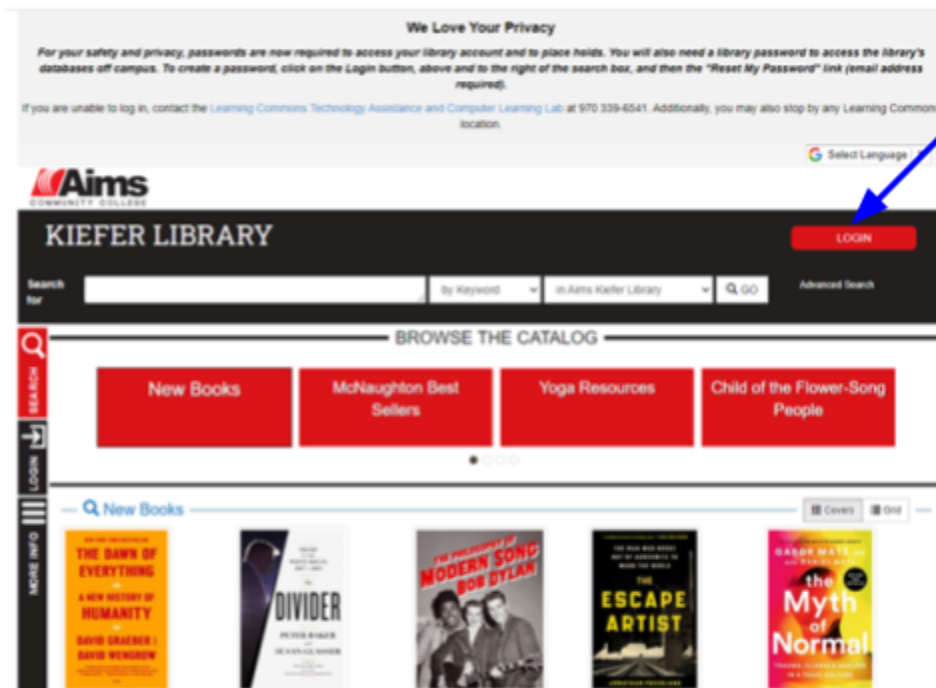
Quick Guide to Setting Up Your Library Password

Password Reset email method:

You will need access to your Aims email (Gmail) account and your Aims # (A#), including the capital A and all the numbers that follow. You can find your Aims # in the Workday app through Okta. In Workday, click on your photo or avatar in the upper right corner and then click on View Profile. Your A # will be listed either in the Student Information or Job Details section.

Once you set your new password you can use it in the Aims Library Catalog to request items from our four campuses and from our many partner libraries. You will also use this password to access the library databases off-campus.

- Go to the [library catalog](#). Click on Login on the right side of the page.



- Click on the Reset My Password link under the Password box.

Enter your "A" number:

Password:

Forgot password? [Reset My Password](#)

☐ Show Password

☐ Remember Me

- Enter your A# (Aims #) and click Reset My Password.

Provide the requested information and click the "Reset My Password" button to receive an email to the address on file containing a link to reset your password.

Enter your "A" number

- An email will be sent to your Aims email. Follow the instructions. Set a unique password, specifically for the Aims Library catalog. **If you receive an error that the password is trivial it could be caused by using an Apple device or because the system doesn't like the password.**

★ Creation of the Library Catalog password will only need to be completed once to access the catalog and databases.

If you're unable to access Aims email or A# - Contact the Learning Commons at 970-339-6541 - LC.Tech@aims.edu.

- **When using the databases off-campus, you will be prompted to login using your Aims # (A#) and your library password.** If you are using the Discovery Search box on the Library's homepage, you will be prompted to log in when clicking on a link (ebook, article, PDF, Full Text, etc) in the results list. If accessing a specific database from the Frequently Used Databases or Databases A-Z pages you will be prompted to log in when selecting the database.

Kiefer Library

Off-Campus Access

You must be a currently enrolled Aims student or current employee to use the library databases off campus.

Log in using your Aims # and the password you created for the [Library Catalog](#). If you have not created a password yet, click the Login button on the [Library Catalog](#) homepage, and select Reset my password.

If you are unable to log in contact the [Learning Commons Technology Assistance and Computer Learning Lab](#) at [970 339-6541](tel:9703396541). Additionally, you may also stop by any Learning Commons locations.

Please enter your A#:

Please enter your library password: