

### Library accounts

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There are two library accounts that need to be setup, **My Library Account** in the TOPCAT library catalog, and **ILLiad**. Both accounts can be accessed via the links located at the top right of the library home page.

### My Library Account on TOPCAT

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**My Library Account** is accessed by entering your username and a password that you create. After logging in, you can:

- Access the Library's subscription resources from off-campus
- View a list items you currently have checked out
- View the status of your holds and requests
- View outstanding fines
- Renew items

### Using your student ID and barcode

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Your Stritch ID card acts as your library card. With it, you can:

- Borrow items from the Cardinal Stritch University Library
- Request and borrow items from SWITCH libraries
- Access Library's subscription resources from off-campus
- Access your library account online

### Finding your barcode online

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If you do not have a Stritch ID card or do not have access to it at the moment, you can find your barcode on MyStritch.

1. Login to MyStritch
2. Click **Personal Info** on the top of the page
3. Click **Get your library barcode information**
4. Print the page for use in the library, or make note of the 14-digit barcode number

### Changing your password

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1. Login as outlined above
2. On the left, choose **change your password** and create a new password.

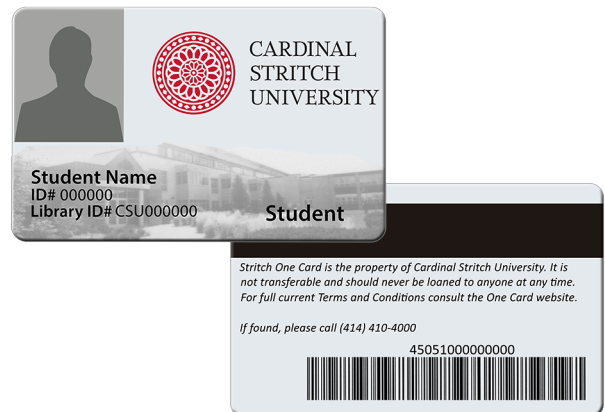
### Username Options

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You have two options for entering a username:

- CSU Barcode
  - found on the back of the CSU ID card
- CSU ID Number with the prefix "csu"
  - csu123456

**Users cannot create their own username**



### First time login

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All members of the Stritch community should use these credentials to login to **My Library Account** (TOPCAT) for the first time.

1. Go to **My Library Account**
2. Username: Enter your username as outlined above
3. Password: **changeme**

### Tips for creating a password

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- A password must be at least 6 characters long
- A password can contain letters and numbers
- The password is case sensitive

**Forgot your password?**

Call the Library Reference Desk  
414-410-4257

## ILLiad Interlibrary Loan

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ILLiad is an acronym for **InterLibrary Loan internet accessible database**, the electronic system you use to request an item through Interlibrary Loan.

InterLibrary Loan (ILL) is a service provided to help Cardinal Stritch University students, faculty and staff obtain materials for course related projects that are not owned by us and are not available through the SWITCH consortium. ILL staff will try to locate and obtain items for you from another library.

### How long does it take?

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- Articles and book chapter requests are usually delivered electronically within 1-3 days.
- Books: Requests usually arrive within 7-10 days. Some items may arrive more quickly and some may take longer, depending on distance and method of delivery from the loaning library. Be sure to allow adequate time for the verification, processing and delivery time from the lending library.

### First time user registration

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To request an item through Interlibrary Loan, you must first identify yourself to the library's ILLiad system. To do this you fill out a registration form using your Web browser.

1. Go to ILLiad using the **ILLiad** link at the top of the library homepage
  - a. OR navigate to **<https://stritch.illiad.oclc.org/illiad/logon.html>**
2. Choose the **First Time Users** link
3. Fill out the registration form

### Username and password

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#### Username

Choose anything you like, such as your name, abbreviations, or an alphanumeric code. **NOTE: This username is not tied to your Stritch account.**

#### Password

Choose anything you like. We recommend that you follow good security practice and choose a password that is different from those you use to access other systems. ILLiad will encrypt your password, so it will remain secure. Only you will know your password.