

# Syncing Your Library (VuFind/I-Share) Account with your NIU Login

## I. Introduction

- As of November 26, 2018, you will be able to log in to your library account using your NIU login and password instead of using a separate login and password.
- You will not be able to request additional items from I-Share libraries until you sync your account, so it's important to do this as soon as possible. The sync process will transfer over your currently checked out and requested items.

## II. Saving Search History, Favorites and Tags

- Search History, Favorites and Tags will not be transferred during the sync process. **If you have never used these features of VuFind, skip to Step III.**
- If you used these features (or are not sure if you did) **log into your account before syncing** and print, take screenshots, or make notes of any items you want to move to your new account so you may re-create them after syncing. To log in to your account before syncing, use **this URL**: <https://vufind.carli.illinois.edu/vf-niu/MyResearch/Home> and look under **Search History** and **Favorites** for anything you want to save:

The screenshot displays the VuFind user interface. At the top, there is a search bar with a text input field, a 'Keyword' dropdown menu, a 'Local Catalog Only' dropdown menu, and a 'Find' button. Below the search bar, there are navigation links: 'Advanced Search', 'Classic Search', 'Course Reserves', and 'Search History' (which is highlighted with a green box). In the top right corner, there are links for 'Your Account | Log Out', 'Ask A Librarian', and 'Logged in as (Not [redacted] i?)'. On the left side, there is a section titled 'Your Favorites' with a heart icon, stating 'You do not have any saved resources' and 'Don't see all of your favorites? Check for favorites in the I-Share union catalog.' In the center, there is a section titled 'Your Tags' with a tag icon. On the right side, there is a vertical menu with several options: 'Favorites' (highlighted with a green box), 'Checked-Out Items', 'Requested Items', 'Fines', 'Blocks', 'Contact Information', 'Preferences', and 'User Account'.

### III. When you are ready to sync your account

1. Make sure you have your OneCard ID handy – you will need the number on the front of the card in the sync process.
2. Go to the law library home page at <https://law.niu.edu/law/library/index.shtml>, look for the **Using the Law Library** section of the page and click on **NEW – log into your library account using your NIU ID**

**Resources**

- Bloomberg Law
- HeinOnline
- Lexis Advance
- LexisNexis Digital Library
- Westlaw
- Other law databases and websites
- Exam archive [COL students only. Log into Blackboard before clicking the link.]

**Reference and Research Services**

- Research services
- Interlibrary loans
- Off-campus access to databases
- Basic Legal Research Guide
- Sample Bluebook Citations
- More research guides

**Library Events**

Nov 20 12 PM  
**Law Library Book Club Discussion: 'The Children Act' by Ian McEwan - RESCHEDULED**

**Library News**

**Professor Dan Reynolds Collection Being Added to Law Library**

**'Kennedy Assassination Collection' and other new databases in HeinOnline**

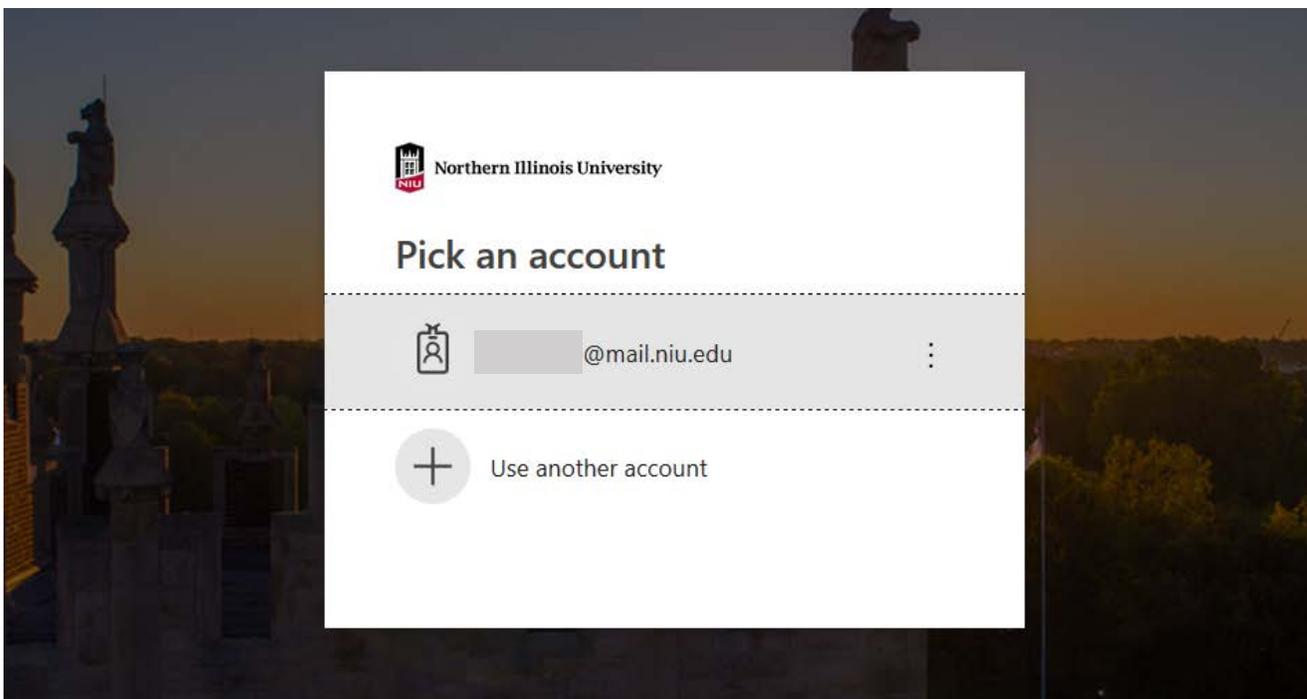
**Professor Kuehl's Book Wins Award**

**Using the Law Library**

- Policies and procedures
- Renewing books/your library account
- **NEW - log in to your library account using your NIU ID**  
(If you already have a library account, a one-time sync is required – see [instructions](#).)

3. You'll be sent to the NIU login page. Log in with your usual NIU login and password:

**For students:** zxxxxxx@students.niu.edu; **for faculty/staff:** axxxxxx@mail.niu.edu or c60xxx1@mail.niu.edu



4. Once you log in, click on any one of the links underneath **Your Account** (Checked Out Items, Profile, etc.)

The screenshot shows the Northern Illinois University Library website. At the top left is the NIU logo and the text "NORTHERN ILLINOIS UNIVERSITY University Libraries I-Share". Below this is a search bar with a dropdown menu set to "All Fields" and "Local Catalog Only", a "Find" button, and a link to "Advanced". The breadcrumb trail reads "Your Account / Saved Items". The main content area is titled "Saved Items" and contains the text: "You do not have any saved resources. Perform a search and use the Save to List button to save items." On the right side, there is a "Your Account" menu with several options: "Saved Items" (highlighted in red), "Checked Out Items", "Requested Items", "Fines", "Profile", "Recent and Saved Searches", and "Log Out". Below this is a "Your Lists" section with "Saved Items" (highlighted in red) and "Create a List". A green circle highlights the "Checked Out Items", "Requested Items", "Fines", "Profile", and "Recent and Saved Searches" options in the "Your Account" menu.

5. At the next screen, perform the sync:

- Ensure that **Library** is set to Northern Illinois University
- In the **Barcode** field, enter the 16-digit number from the front of your NIU OneCard
- Enter your **Last Name**
- Click **Login**

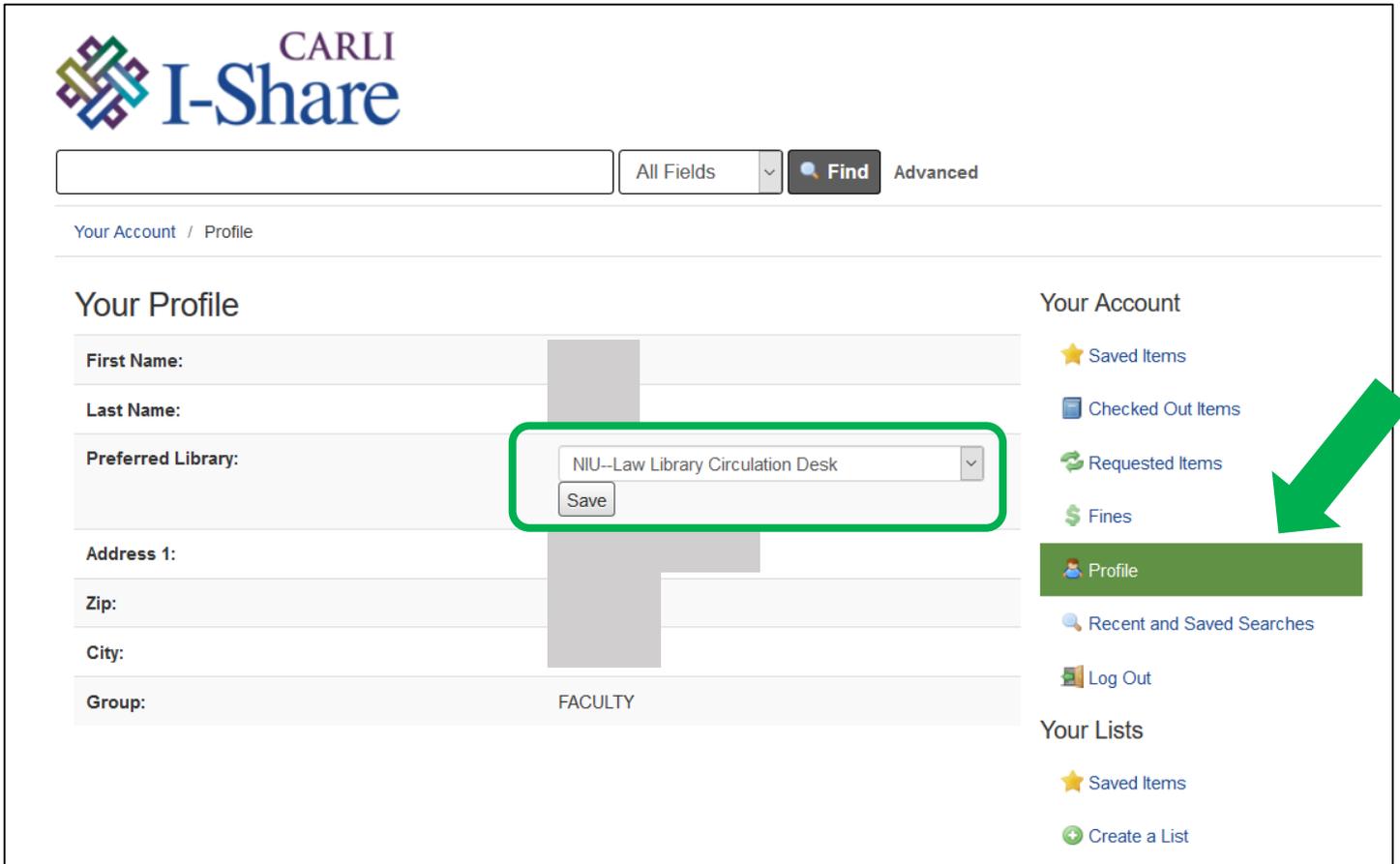
The screenshot shows the Northern Illinois University Library website. At the top left is the NIU logo and the text "NORTHERN ILLINOIS UNIVERSITY University Libraries I-Share". Below this is a search bar with a dropdown menu set to "All Fields" and "Local Catalog Only", a "Find" button, and a link to "Advanced". The breadcrumb trail reads "Your Account / Login". The main content area is titled "Library Catalog Profile" and contains the text: "In order to establish your account profile, please enter the following information:". Below this is a form with three fields: "Library:" (a dropdown menu set to "Northern Illinois University"), "Barcode:" (a text input field), and "Last Name:" (a text input field). A "Login" button is located at the bottom left of the form. A green circle highlights the "Library:", "Barcode:", and "Last Name:" fields and the "Login" button.

**That's it!** Your account is now synced and you can use your NIU login from now on to access your library account.

#### IV. Optional (but recommended) step for Law Library patrons

The sync process re-sets your pick-up location for requested items to Founders Library. To ensure that your items are always routed to the Law Library for pick up, do the following one-time setup:

6. Under **Your Account** on the right side of the screen, click **Profile**
7. Under **Preferred Library**, select "NIU-Law Library Circulation Desk" and click **Save**



The screenshot shows the CARLI I-Share user interface. At the top left is the CARLI I-Share logo. Below it is a search bar with a dropdown menu set to "All Fields" and a "Find" button. The page title is "Your Account / Profile". The main content is divided into two columns. The left column, titled "Your Profile", contains fields for "First Name:", "Last Name:", "Preferred Library:", "Address 1:", "Zip:", "City:", and "Group:". The "Preferred Library:" field is highlighted with a green box and contains a dropdown menu with "NIU-Law Library Circulation Desk" selected and a "Save" button below it. The right column, titled "Your Account", contains links for "Saved Items", "Checked Out Items", "Requested Items", "Fines", "Profile", "Recent and Saved Searches", and "Log Out". The "Profile" link is highlighted with a green bar and a green arrow points to it. Below "Your Account" is the "Your Lists" section with links for "Saved Items" and "Create a List".

Note that you still have the option of changing your pick-up location each time you place a request, but this step insures that all your requests will be sent to the Law Library by default.

If you have any questions about the sync process or need any additional information, please feel free to contact the Law Library Reference Desk at 815-753-0519, by emailing [libref@niu.edu](mailto:libref@niu.edu), or via the Chat feature on the Law Library home page at <https://law.niu.edu/law/library/index.shtml>.