

## Activating Your MyUSI Account and Accessing the USI Databases:

\*You will need your University ID #; if you have not received this from the university, your CAP instructor will have it once your paperwork has been processed and you are on his or her roster.

### Activating Your MyUSI Account:

1. Go to [www.usi.edu](http://www.usi.edu)
2. Click on MyUSI on the top toolbar
3. Click Activate Account
4. Fill in the necessary information with USI ID number.
5. Set up the verification app; receive the log in code.
6. Pay attention for your USERNAME (that is given to you by USI) and remember the PASSWORD that you create.

### Accessing the USI Databases:

1. Once your MyUSI account is activated, log in.
2. From the main page menu, click on **“Library”** in the squares at the left of the screen.
3. Once on the library page, click the dropdown menu for **“Find” and choose “Databases.”**
4. On this next page, you have several options for selecting any one of the numerous databases. You may choose to search by:
  - a. subject of study (i.e. criminal justice, English, etc.)
  - b. database type (i.e. INSPIRE, news, biography, etc.)
  - c. vendor (i.e. American Chemistry Society, EBSCO, Gale, etc.)
5. I would suggest, AT FIRST, searching via the more **popular databases** listed on the right. The following two databases have been successful choices for me and most students in the past:
  - a. Academic Search Premier
  - b. ProQuest Central
6. Helpful hints when searching databases:
  - a. In order to find your phrase or topic as you word it, **place quotation marks** around it in the search box. This will tell the database to only pull articles with that exact wording (i.e. “George Washington”), instead of everything with the words George and Washington, even if listed separately.
  - b. Once you have a results list, look for articles that say or have links that say **“PDF Full Text” or “Full Text.”**
    - i. This means the full article is available to you immediately to open and download or print.
    - ii. If you are not seeing these “full text” options, look to the sidebar and see if you have an option to “revise” or “limit” your search.
  - c. If you specifically need **“Scholarly (peer reviewed) Journals,”** you should be able to limit your search for these articles on the left toolbar.