1. Go to http://my.ohiochristian.edu. (It is not necessary to login to myohiochristian.edu to access library content, but if you plan to use e360, or webmail during this same session, login using your email account User Name and Password.)

2. Under Office and Departments
   - Click on the Maxwell Library link
3. Maxwell Library resources will display.
   - Click on the OCU Discovery Service link

4. The Discovery Service search bar will display.
5. Enter a search term
  ➢ Click the Search button
    o The below example uses “ezra the scribe” as a keyword search.
    o Keyword is the default. Select Title or Author as appropriate for different search terms.

6. The Results Page displays with the Hello Guest greeting.
  ➢ Click the Login for Full Access link.
7. The OCU Username/Password prompt displays.

8. The **Results Page** displays the same 29,359 items, with access to **full text content**. (The number of results changes frequently, as articles are continually added to the database!)
9. To get Full Text articles only and reduce the number of results, click boxes under **Limit To**. For example:

- **Full Text**
- **Scholarly (Peer Reviewed) Journals**
- **Publication Date** (slide bar to desired date range, or type dates in provided boxes)

10. The results are reduced from 29,359 to 4,587 items, Full Text, Scholarly (Peer Reviewed) Journal articles and between 01/01/2015 and 12/31/2016. Active **Limiters** are marked X.
11. The below **PDF Full Text, HTML Full Text, or Full Text Finder** icons display as available.

- Clicking them will link to the Full Text article

12. Full text displays. The toolbar at the right margin enables printing, citing, and other options.
13. Clicking **Result List** returns to the search’s Limited results.

14. The original list of 4,587 results displays.
15. Exploring the other **Limiters** is highly recommended. Limiting your searches by **Subject**, **Language**, **Geography**, **Content Provider**, etc. will return fewer, more relevant results.

The library staff is here to serve your information needs. Please do not hesitate to contact us at (library@ohiochristian.edu or 740-477-7737).