**GUIDE TO ACCESS AEU COLLECTIONS / DIGITAL LIBRARY**

**STEP 1:**
Go to Library website URL:
http://library.aeu.edu.my

**STEP 2:**
**ONE Search** box helps to find books, journal articles and other publications in ONE search

Example:
Type the keyword e.g. **MANAGEMENT** in the search box and the click the **search** button.

**STEP 3:**
Select and click at the title of the search results.

**STEP 4:**
Click at the **PDF Full Text** (2005) to access your article.

**STEP 5:**
For student, use **MATRIC NUMBER** for and **IC/PASSPORT NUMBER** as password.
For Staff, use **STAFF NUMBER** and **IC/PASSPORT NUMBER** as password.

Example:
Username: E20109180018
Password: 900617055526
GUIDE TO USE OPAC / HOW TO SEARCH PRINTED BOOKS?

**STEP 1:**
Go to Library website URL: http://library.aeu.edu.my

**STEP 2:**
KOHAMA: Library OPAC box helps to search library physical book.

*Example:*
Type the keyword e.g. MANAGEMENT in the search box and click the button.

**STEP 3:**
Select your book by clicking at the

**STEP 4:**
Details of the selected books. Note the call number of the book and go to the right shelves.

GUIDE TO ACCESS AeU e-library SOURCES

**STEP 1:**
Go to Library website URL: http://library.aeu.edu.my

**STEP 2:**
Click at the EXPLORE AeU.

**STEP 3:**
Click at the E-library.

**STEP 4:**
For student, use MATRIC NUMBER for and IC/PASSPORT NUMBER as password.
For Staff, use STAFF NUMBER and IC/PASSPORT NUMBER as password.

*Example:*
Username: E20109180018
Password: 900617055526

**STEP 5:**
Focus on the left side of the page. Under AeU e-Collection there are list of e-books, e-journal, etc.

a. Select one of them.

*Example: Click on E-Journal Database*

b. Select and click on the database you have chosen.

*Example: Emerald Database*

c. You can start searching by fill in the search box with the keywords.

*Example: Management*