

Log into Alma

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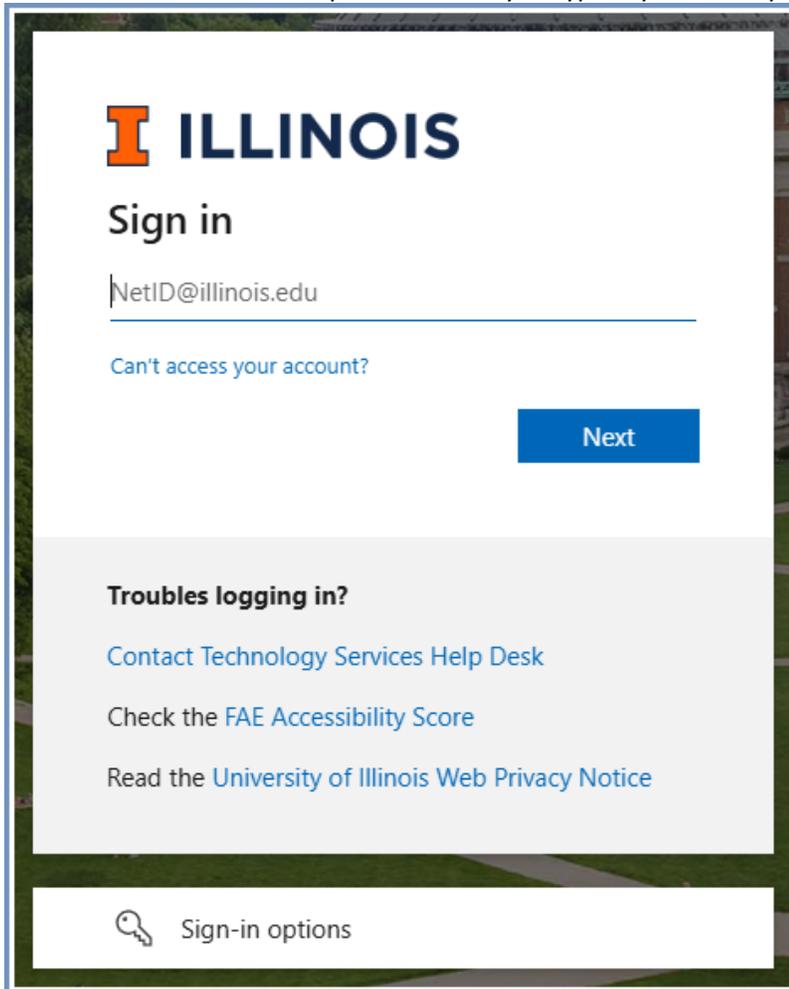
Logging into Alma

Basic Steps:

- Go to go.library.illinois.edu/alma.
- Sign in using [your NetID]@illinois.edu as the user name.
- Enter your passcode for two-factor authentication.

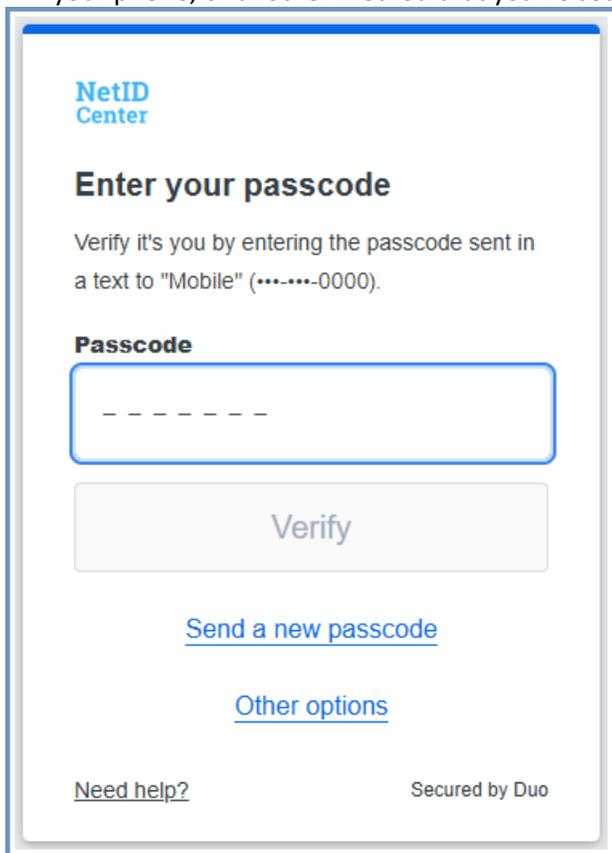
Detailed Workflow:

1. Go to go.library.illinois.edu/alma. Type in your NetID, followed by “@illinois.edu”, and click the “Next” button. Then enter the password that you typically use with your NetID, and click the “Sign in” button.



The screenshot shows the 'Sign in' page for the University of Illinois Alma system. At the top left is the 'I ILLINOIS' logo. Below it, the text 'Sign in' is displayed. A text input field contains 'NetID@illinois.edu'. Below the input field is a blue link that says 'Can't access your account?'. To the right of the input field is a blue button labeled 'Next'. Below the main sign-in area is a grey box titled 'Troubles logging in?' containing three links: 'Contact Technology Services Help Desk', 'Check the FAE Accessibility Score', and 'Read the University of Illinois Web Privacy Notice'. At the bottom of the page is a white box with a key icon and the text 'Sign-in options'.

2. Enter the passcode for two-factor authentication. The passcode may come from a hardware token, a text to your phone, or another method that you've set up previously.



The image shows a screenshot of a NetID Center verification screen. At the top left is the NetID Center logo. The main heading is "Enter your passcode". Below this is a message: "Verify it's you by entering the passcode sent in a text to 'Mobile' (****-0000)". There is a text input field labeled "Passcode" containing five dashes. Below the input field is a "Verify" button. Underneath the button are two links: "Send a new passcode" and "Other options". At the bottom left is a link "Need help?" and at the bottom right is the text "Secured by Duo".

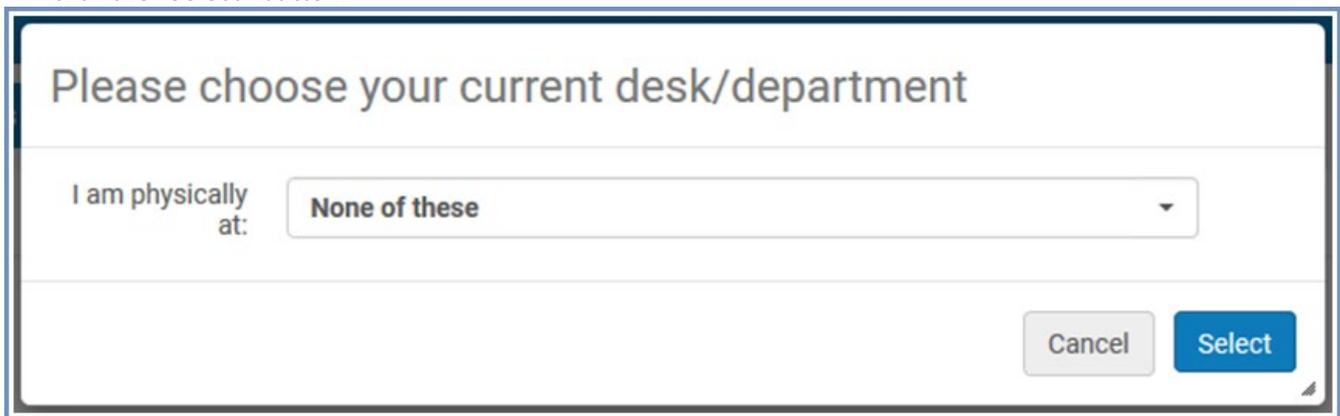
Setting up Alma

Basic Steps:

- Select your circulation desk:
 - If a pop-up notification appears and asks you to choose your current desk/department, select it from there.
 - If you need to change it and there's no pop-up notification, select it from the Location menu.
- Check the "Enable quick printing" checkbox in the Location menu.
- If desired, check the "Always show current location" checkbox in the Location menu to replace the Location icon with the name of your circulation desk.

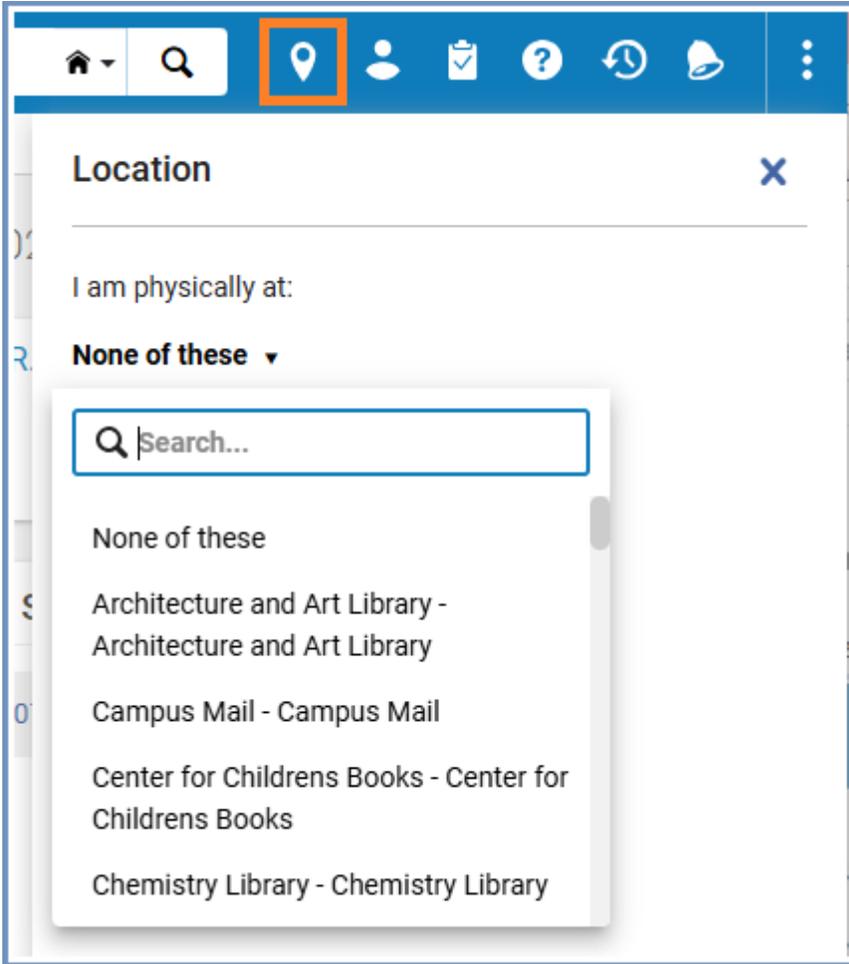
Detailed Workflow:

1. If this is the first time you've logged into Alma, there will be a pop-up notification to select your circulation desk. Click the downward-pointing triangle to reveal a drop-down menu, select the desk where you are, and click the "Select" button.

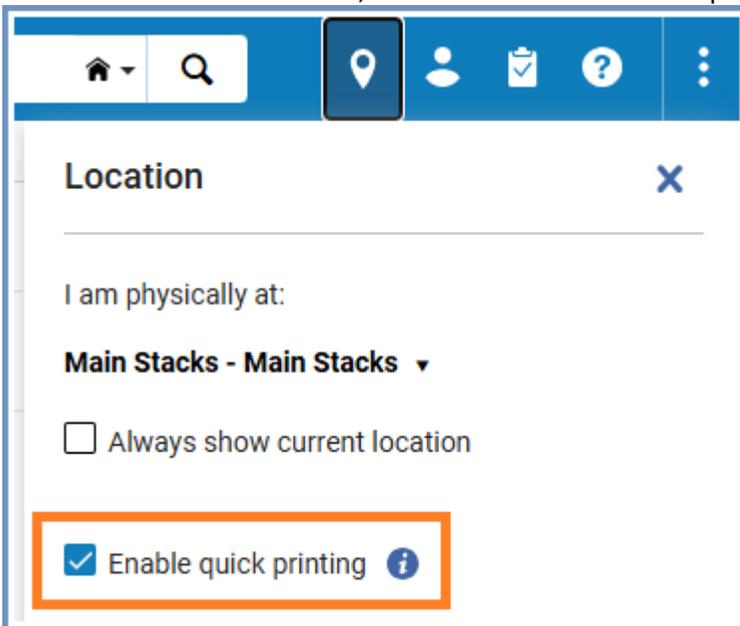


The screenshot shows a pop-up notification window with a white background and a blue border. At the top, the text "Please choose your current desk/department" is displayed in a dark blue font. Below this, there is a label "I am physically at:" followed by a white dropdown menu box containing the text "None of these" and a small downward-pointing triangle. At the bottom right of the window, there are two buttons: a light gray "Cancel" button and a blue "Select" button.

2. If necessary, you can change your location using the Location icon on the Alma menu.



3. In the Location icon menu, make sure that the “Enable quick printing” checkbox is checked.



4. If you'd like, you can check the checkbox for "Always show current location". This will replace the Location icon with the name of your circulation desk, as long as there's enough room in the browser window to display it.

