**Single Sign-On (SSO)**

If you have a University card you are eligible for a **Single Sign-On** username and password.

The Single-Sign On is administered by Oxford University IT Services

You will be informed of your **username** when you receive your University card. The username will consist of the first four letters of the Department or College where you are registered, followed by four digits. For example, cont1234.

You will also receive instructions for setting your own **password**.

This can be done by visiting [https://webauth.ox.ac.uk](https://webauth.ox.ac.uk). Enter your username and then click on the link to activate an account.

For further information see [http://help.it.ox.ac.uk/webauth/oxfordusername](http://help.it.ox.ac.uk/webauth/oxfordusername)

**When will I need to use my Single Sign-On (SSO)?**

Use when:

1. Accessing your library record (My Account) via SOLO. To do so, click on the link on the SOLO main page to **Sign In**

2. Accessing licensed Oxford University e-resources from home (i.e. remote or ‘off-campus’ access)

**Library Username and Password**

This is **separate** from the Single-Sign On username and password.
The username will be the 7 digit barcode from the front of your card. For example, 2121456.

The password will initially be set by default to be your **date of birth** in the format ddMM/yyyy, e.g. 27APR1964 but should be changed to something of your own choice. This can be done online at [https://register.bodleian.ox.ac.uk](https://register.bodleian.ox.ac.uk)

**When will I need to use my Library Password?**

Use when:

1. Logging in to PCs in Bodleian Libraries
2. Logging on to the Bodleian Libraries wireless network
3. Using print, photocopying and scanning services (PCAS) (see below)

**PCAS (Print, Copy and Scan) Username and Password**

A username and password is required when using print, copying and scanning facilities in all Bodleian Libraries. This is your PCAS account.

PCAS accounts use the **same** authentication as the Library username and password as described above. To reset or change your password go to [https://register.bodleian.ox.ac.uk](https://register.bodleian.ox.ac.uk) To manage your PCAS account (add credit using a credit or debit card on a secure web page) go to [https://bodleian.pcounterwebpay.com](https://bodleian.pcounterwebpay.com)
<table>
<thead>
<tr>
<th>I would like to:</th>
<th>Which Password Do I Need?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search the SOLO catalogue</td>
<td>No login required</td>
</tr>
<tr>
<td>Access the full content of University online resources <strong>from home</strong></td>
<td>Use your Single Sign-On username and password</td>
</tr>
<tr>
<td>View my library record and renew my loans</td>
<td>Use your Single-Sign On username and password</td>
</tr>
<tr>
<td>Request ('hold') an item from Bodleian book storage facility* or place a reservation ('hold') on an item that is on loan to someone else. Request scanned copies of eligible remote storage items via the Scan &amp; Deliver service. *Book storage facility items cannot be delivered to the Continuing Education Library.</td>
<td>Use your Single-Sign On username and password</td>
</tr>
<tr>
<td>Make a photocopy, print or scan a document (PCAS)</td>
<td>Use your Library username and password</td>
</tr>
<tr>
<td>Connect to the Bodleian Libraries wireless internet service when I’m in the Library with my laptop/mobile device</td>
<td>Use your Library username and password. Other wifi networks (e.g. eduroam) may also be available to eligible users but these require separate authentication</td>
</tr>
<tr>
<td>Use a Library PC</td>
<td>Use your Library username and password</td>
</tr>
<tr>
<td>Access my University email (Nexus), Course Moodle/WebLearn site</td>
<td>Use your Single Sign-On username and password</td>
</tr>
</tbody>
</table>

Need help? Please ask! Contact us:

📞 +44(0)1865 270454

✉️ library@conted.ox.ac.uk. Or visit our website http://www.bodleian.ox.ac.uk/conted
Which Password? When?

Information for University Card holders

Confused about passwords? Don’t worry! The information contained in this guide is intended to help you to sort out which password you use for what purpose; how to set or reset passwords, and where to go for further help.