How to Create an eLibrary Account

1. From the home page, http://passel.unl.edu, click on "login" or the home icon.
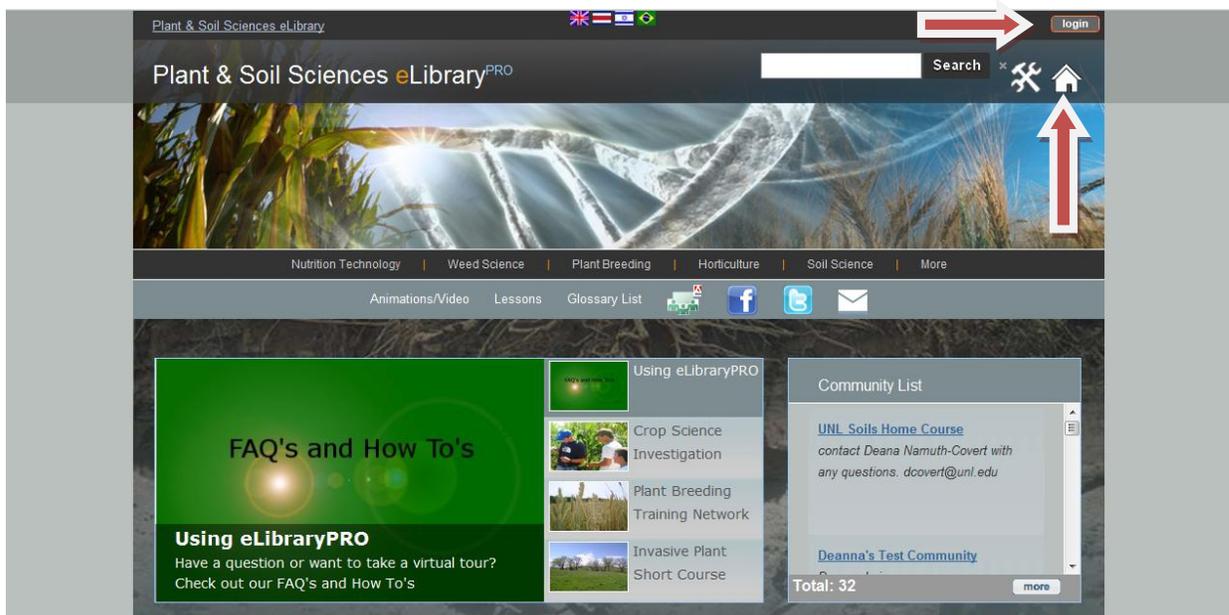
You will be taken to the sign in page. Click on "register" underneath Login.

2. You will be directed to the registration page. Fill out the required fields. Type the characters you see in the blue box into the security check, then press "Save."

3. Then you should see this screen directing you to your email account to retrieve your login and password. Your email address will always be your login.
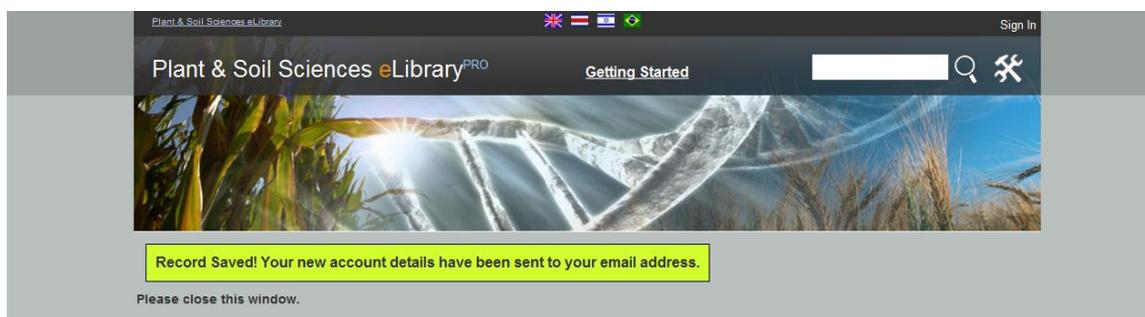
4. After you have your login and password, return to http://passel.unl.edu and click "Login" in the upper right corner.
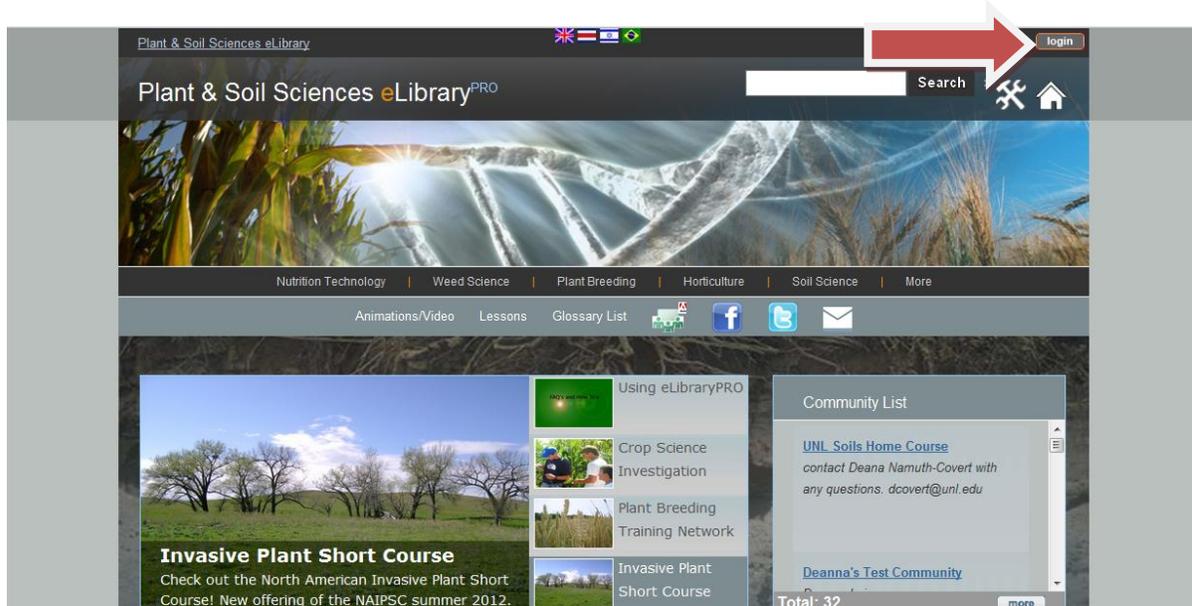
After signing in, you should be able to access videos and animations for download. You should also be able to request permission to join communities and classes within the eLibrary. Explore and enjoy!

5. After you have logged on, we recommend changing your password to something easier for you to remember. You may access your profile information by clicking on the small icon next to your name or clicking "Edit my profile" on your login page.
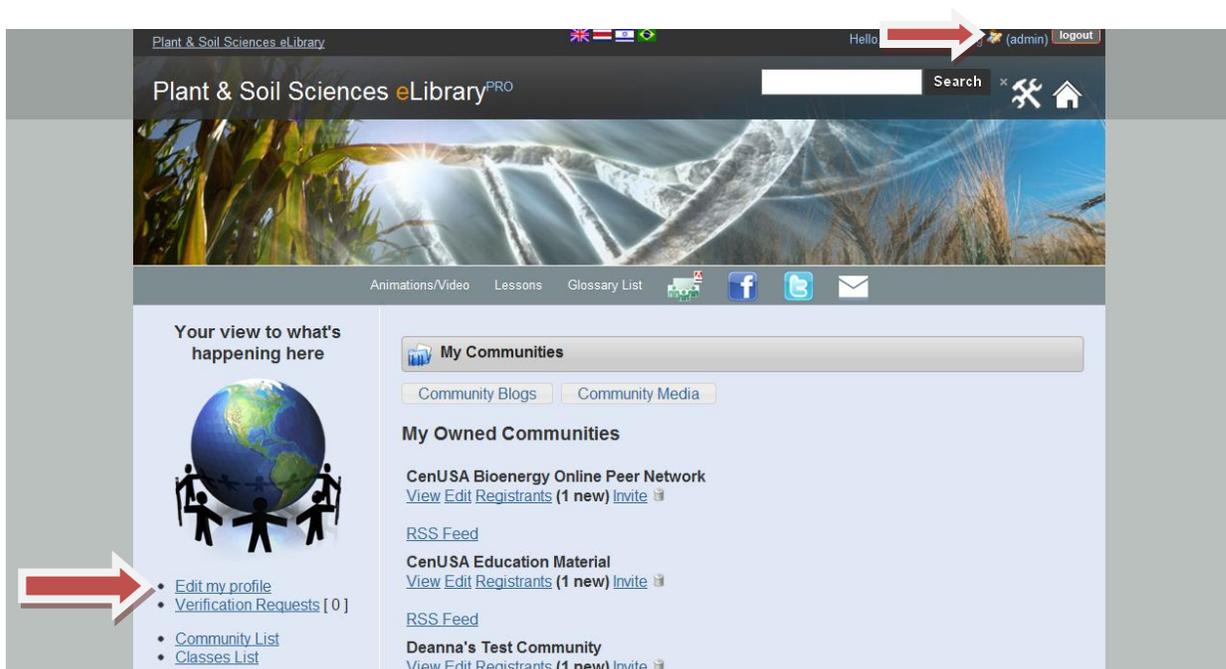
You may change any of your personal information, upload a photo of yourself, and **change your password**. If you do not change your password, it will stay the same as the randomly generated password that was sent to your email address. Be sure to type the characters into the security check and click save or your new password and information will not be saved.

6. If you are registering in the eLibrary to join a specific class or community, your account must be verified before you will be able to post to discussion board forums within communities. After you have signed in, you will see an exclamation mark on your screen near your name. Click on the exclamation mark to verify your account.

7. If you are seeking verification to join a specific class or community, select the head of that class/community in the "Select a Verifier" drop-down menu. Then click submit.
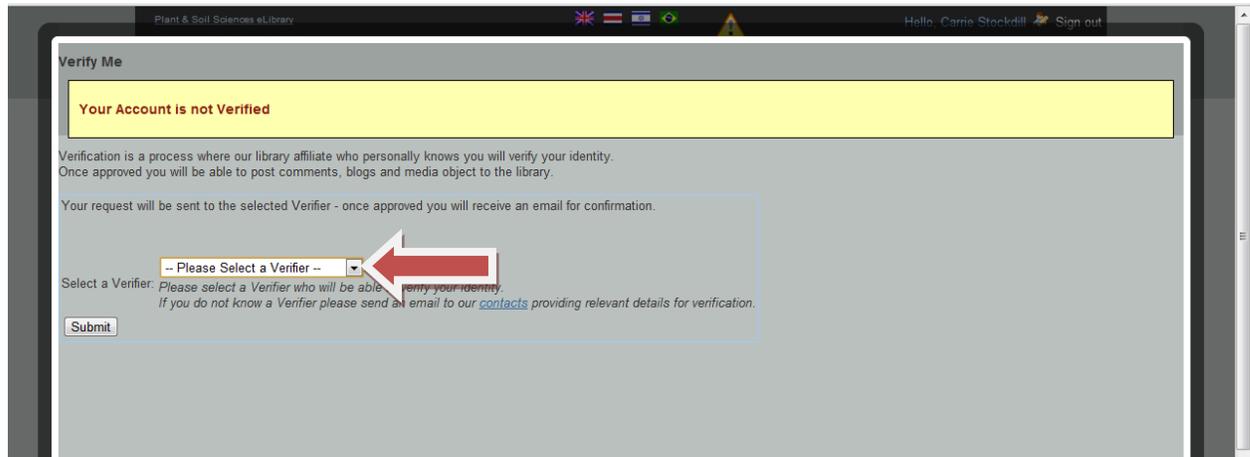
If you do not know a verifier, but need your account verified because you are interested in starting your own class or community with a discussion board, or you are interested in joining a community but do not know the name of its creator, please select Deana Namuth-Covert as your verifier and send an email to dcovert2@unl.edu providing details about why you are seeking verification. This verification process protects us from spamming.

Your account will only need to be verified once. After verification, you will be able to post on the discussion board of any communities you are a member of.