

CREATING A JONESSEARCH ACCOUNT

As a North Central University student, faculty, or staff member, you can create a JonesSearch account. This will let you review items you have checked out, place holds on new items, and request renewals. Guest patrons cannot create JonesSearch accounts.

1. Enter JonesSearch

The direct URL is <https://northcentral.on.worldcat.org/discovery>. From the library homepage (libguides.northcentral.edu), click on the words “JonesSearch” in blue text. This will take you into JonesSearch. You can do the same in any other library page where you see the words “JonesSearch” next to a search box.

2. Click “Sign In”

In the top-right corner, click the “Sign In” box.

3. Click “Set/reset password”

In the “Sign In” box on the next page, click the “Set/reset password” link.

4. Enter your NCU ID number

Enter in your NCU ID number and click the “Request new password” button.

5. Check your NCU e-mail

Check your NCU e-mail. You should have a new email from “Library Password Management.” Follow the included link.

6. Enter your ID Number and create a password

In the “Change Password” box, enter your NCU ID number as your User Name. Create a unique password and write it in a safe place. Do not share your password with others.

7. Log in to JonesSearch

Go back to the main JonesSearch page (see step 1, above) and enter your NCU ID and new password.