

Welcome to KCA university Library (Martin Oduor Otieno Library). Here is a step by step guide to using electronic resources.

a). How to Download Journal Article

- 1. Go to www.kca.ac.ke and Click library
- 2. Click Electronic resources (Off campus) and then Log in using your e-mail address as your user name and password created when the account was activated.
- 3. If you have not activated your KCA University electronic resources users' account, visit the university library's circulation desk for account activation or write an e-mail request with details on your Name, student number, program and active personal e-mail address to library@kca.ac.ke. A link to activate your account will be sent to the e-mail address you have provided and you will be required to put in a new password to proceed.
- 4. After successful log-in, you will find a menu containing a list of e-resources databases.
- 5. Choose your preferred database and proceed with your search. A key database for e-books is **ProQuest E-book Central**. Some of the leading databases for Journal articles are: Emerald insight, Taylor and Francis, Wiley, JSTOR, Sage and EBSCOhost.
- 6. Once you find a relevant journal article or information, click "PDF" to download this article.

NB: If you encounter a challenge direct your queries through library@kca.ac.ke

b). How to Download Items from ProQuest E-books Central

- 1. After successful log-in to the databases menu, click on ProQuest E-books Central
- 2. Type keywords or the subject on the simple search Box and click search.
- 3. A list of available books on that subject will be displayed with the option of downloading, reading online or viewing table of content.
- 4. Click the title of the e-book you wish to download and then select Full-download
- 5. A pop-up message will appear with options of **creating New Account** or **Signing in**. (If you don't have one, just register; creating an account is a simple process.)
- 6. Click sign in and then confirm the device you are using e.g. (Android, iOS, Laptop desktop) and click continue.
- 7. Follow instructions and download Adobe Digital Editions (if first time)

8. You have 3 access options: (A). Read online, (B). Download the e-book up to a maximum of 21days and which you can renew after the 21 days or (C). Download PD