Off-campus access to South Pointe Hospital Library Resources

First Steps– Register for a Library Account and Create a Password --Only have to do this once

1. **Register here**
2. After library staff creates account, set up your password here: [https://library.ccf.org/patroninfo](https://library.ccf.org/patroninfo)
3. Type your name
4. Type your employee ID (no U in front of ID number). Leave Password box blank here!
5. Click Go! Screen changes to show two blank password boxes
6. Type Password. Must be 6-8 characters long and have **BOTH** letters and number
7. Retype password
8. Click Go! again
9. Screen displays your registration information. Click Logout

How to Use Library Resources Off-Campus

1. Go to South Pointe’s Library Home Page: [http://my.clevelandclinic.libguides.com/southpointe](http://my.clevelandclinic.libguides.com/southpointe)
2. Click a link on the library website. Resources for South Pointe Caregivers will open the window below:

![Off-Campus Access](image)

3. Type your last name, employee ID – no U, and password & click Sign In.
4. Resource page displays

Questions

1. Not sure if you have an account? Link doesn’t work? Contact Lachelle Bell.
2. Forgot password? Go to: [https://library.ccf.org/patroninfo](https://library.ccf.org/patroninfo) and click the link: Forget your Password. You will receive an email with a link to change your password. The email is sent to the address you entered when you created your Library Account.

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