Creating an ILLiad Account

To request articles, books, and book chapters through interlibrary loan, an ILLiad account must be created.

At the library’s home page, http://library.uthscsa.edu/, scroll down to Using the Libraries and select (click on) Interlibrary Loan.

When the Interlibrary Loan webpage displays, click on the Log in to ILLiad button.

You will be prompted to login. Select your affiliation with the library. Current faculty, staff, and students will login using their university domain account. Adjunct faculty and all other users will use their registration account login that was set up by the library.

The My Account Information form will display. Fill out the form. When finished, click the Update Information button. **NOTE: Make sure to enter NONE in the Fax Number field.”
NOTE: The Payment Method screen will display. Ignore the screen.

You can start requesting interlibrary loans. In the New Request section in the upper left, click on the type of item that you are requesting (journal article, book, or book chapter).

![New Request]

Fill out the request form. Make sure to check the “I agree to comply with all applicable copyright restrictions” box. When you are finished filling out the form, click the Submit Request button.

![Request a Journal Article]

After you finished submitting your interlibrary loan requests, make sure you log out by clicking Log off in the ILLiad Main Menu on the left side.

![Log off]

When a request has been filled, you will receive an email from the library. If you requested a book loan, the email will state that the book is ready to be picked up at the library’s circulation desk. If you requested an article or book chapter, the email will have a link to your ILLIAD account where you can retrieve the article or book chapter.