

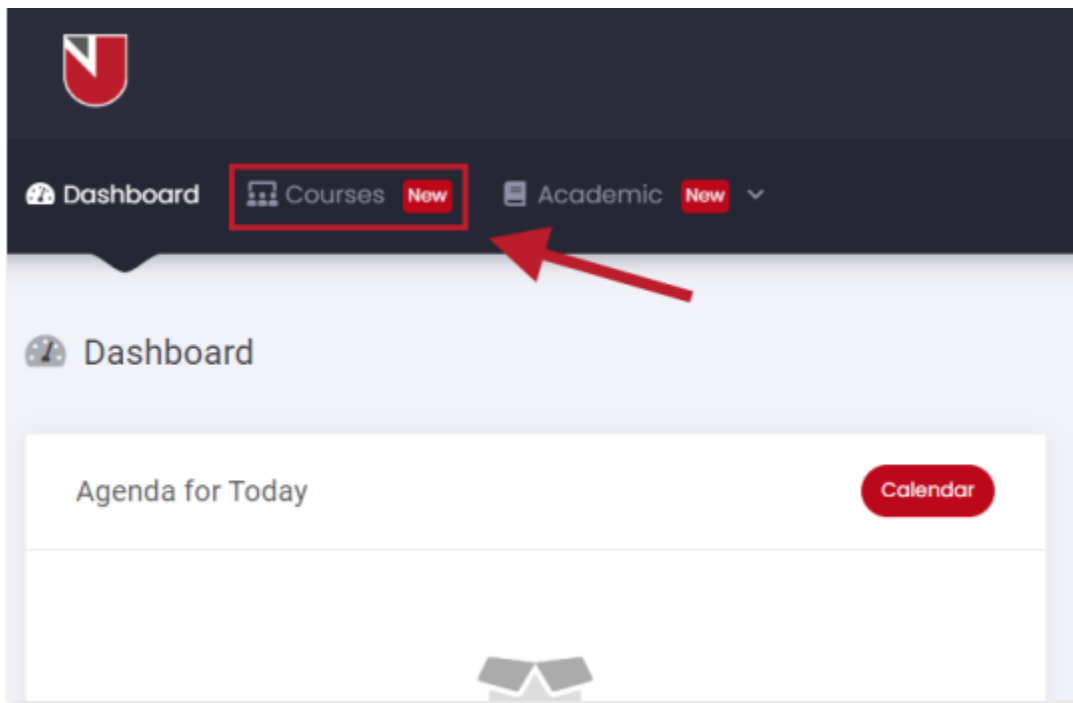
Library Guide for Faculty

i In order to Login to Portal you will need

- Your **UNIC email**
- The **password for that email**

These credentials have been given to you via an email once you are an official employee.

Step 1



Once you log in you will be on this page. **Click on "Courses"** which is located on the main menu as presented above.

Step 2

Courses 🔔 Fall 2021

Sort by Course Code (Ascending) Search...

COMP-116 Ongoing
Software Development Lab I
Section 03 Normal English
Students Registered: 17 / 17
Lecturer(s)
Class Schedule

Day	Time	Location
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[View Course Profile](#)

COMP-213 Ongoing
Visual Programming
Section 01 Normal English
Students Registered: 19 / 20
Lecturer(s)
Class Schedule

Day	Time	Location
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[View Course Profile](#)

Select your desired course to order books for and **click on “View Course Profile” button.**

Step 3

Syllabus **Class List** Portfolio **Books** 🔔

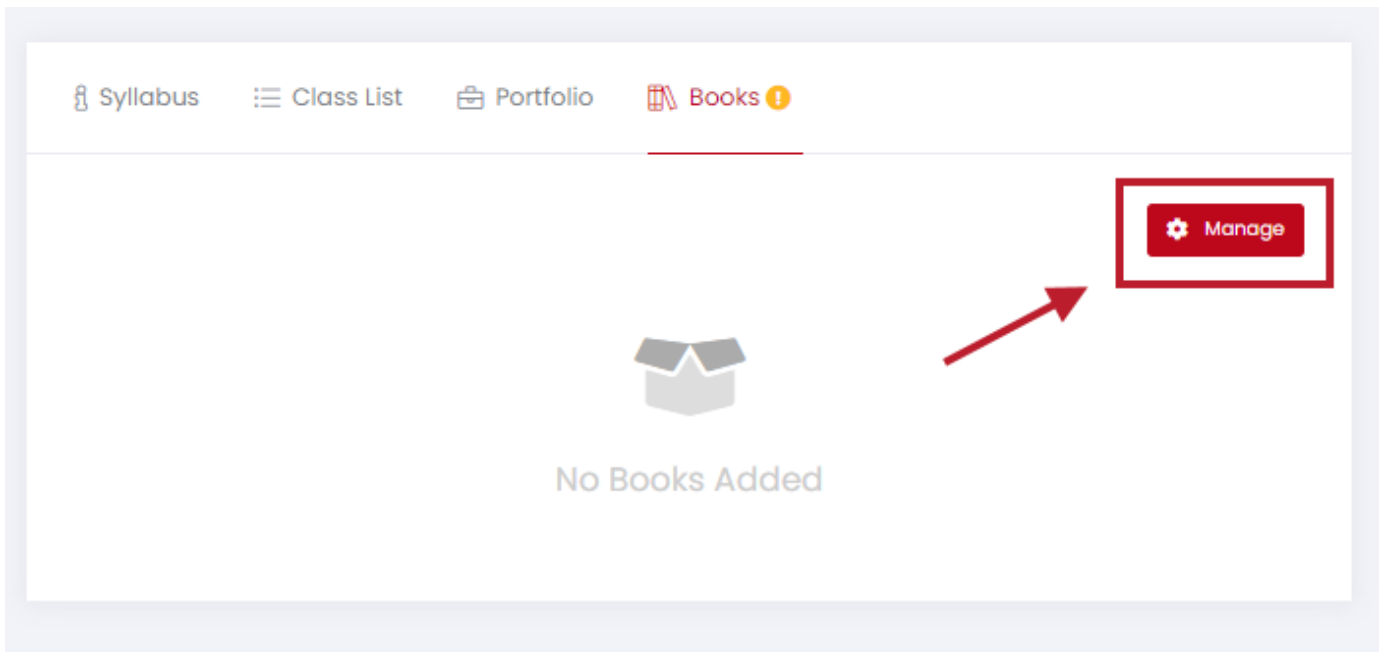
Show 10 entries Search:

Student ID	Name	Nationality	Phone	Action(s)
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Click on “Books” as indicated above.

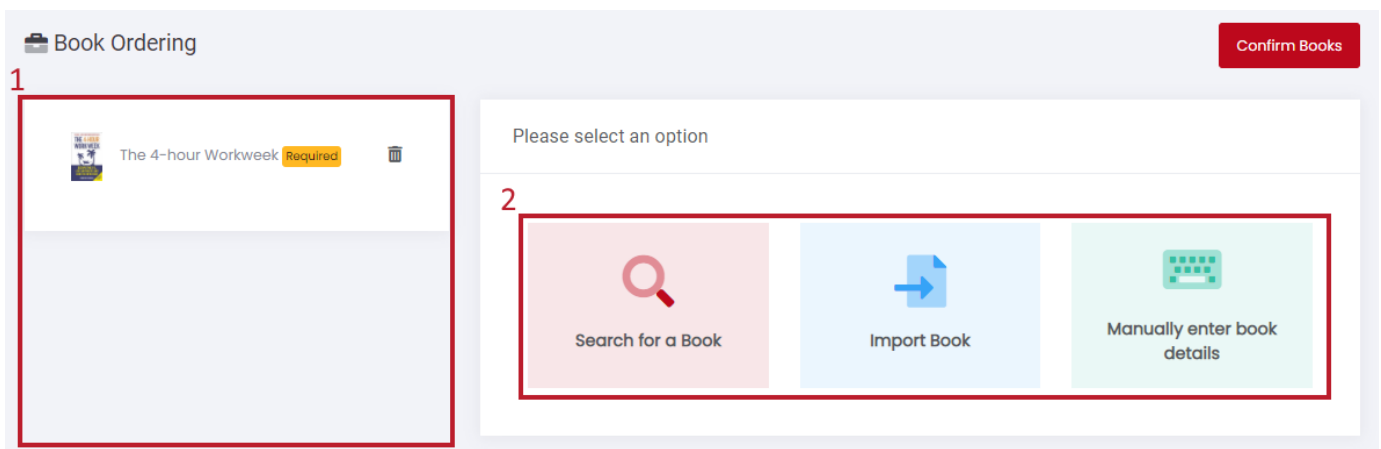
i The small yellow symbol appears when there are no books saved for the course.

Step 4



All books you have saved will be listed under this section to add more **click on “Manage”**

Step 5



i The books already in the course will be listed on the **left side as shown. (1)**

There are **three ways of finding and ordering a book**. Search for a book, Import Book and Manually enter book details.(2)

1. Search for a Book

Search for a Book Back

I am searching for a

Printed Book Electronic Book

ISBN ▾ Q

ISBN

Title

Once you clicked on the “Search for a book “ option, you can look for a book using either **the title or the ISBN of the book** as pointed above once done **click on the search button**

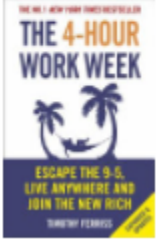
Search for a Book Back

I am searching for a

Printed Book Electronic Book

ISBN ▾ 9780091929114 Q

Found 1 books.



The 4-hour Workweek
 Timothy Ferriss
 Random House

+ Add Book

Once you find the book you need **click on “Add Book”**

2. Import Book

Import a Book Back

Course Section

▾

You may also import a book from previous semesters when available .

3. Manually enter book details

Add Book Manually Back

This book is
 Required Recommended

Title
The 4-Hour Work Week: Escape the 9-5, Live Anywhere and Join the New Rich


Author(s)
Timothy Ferriss

Publisher(s)
Vermilion; 1st edition

Publish Year
2011

ISBN
9780091929114

I would like an inspection copy

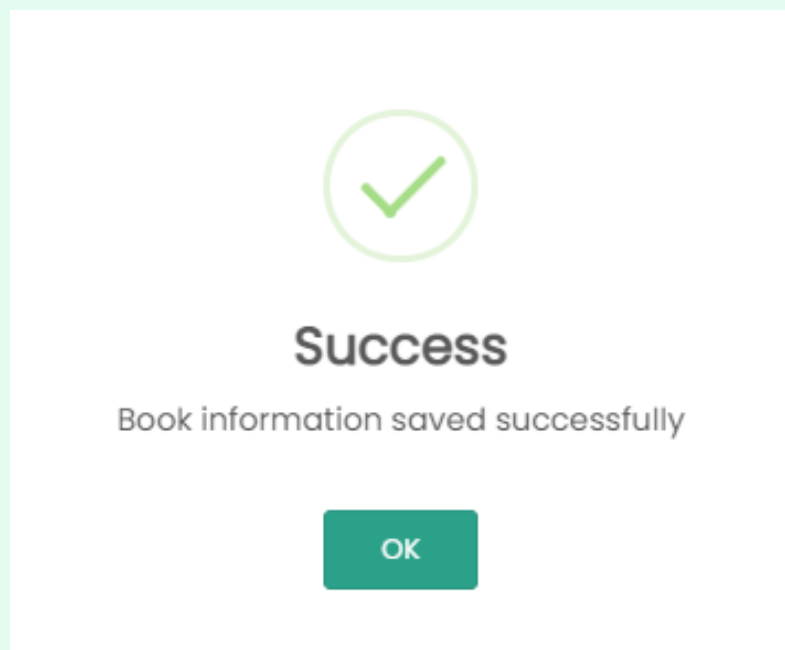
 Save

You also may add a book manually by inserting the details of a book and **click “Save”**

You have the option to choose whether the book is required or recommended, or whether you would like an inspection copy

✔ In all three cases, the following message will pop up once you have successfully saved a book

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Step 6

[Syllabus](#) [Class List](#) [Portfolio](#) [Books](#)

Operating System Concepts, 10e EPUB Reg Card Abridged Print Companion Set
Author: Silberschatz, Abraham - Gagne, Greg - Galvin, Peter B.
Publisher: Wiley
Year: 2018
ISBN: 9781119456339
Type: **Required**

[View](#)
[eBook](#)

The 4-Hour Work Week
Author: Timothy Ferriss
Publisher: Random House
Year: 2008
ISBN: 9780091923723
Type: **Required**

Strategic Marketing
Author: Nigel Piercy
Publisher: McGraw-Hill Education
Year: 2012
ISBN: 9780078028908
Type: **Required**

✔ Once done, all books **will be located under "Books"** in which you will be able to view them on your own time