



**University of
Nottingham**

UK | CHINA | MALAYSIA

A young woman with dark hair tied back, wearing a white top and a necklace, is looking down at a white tablet computer she is holding. The background is a blurred library interior with bookshelves.

Libraries and IT Services essentials

Access your services

Use your **University Card** to access libraries, computer rooms and print services.

Your **University username** enables access to software, print, copy and scan services, Moodle and NUsearch.

Your **University email address** will be:

- **username@nottingham.ac.uk** (undergraduate/postgraduate taught)
- **first.lastname@nottingham.ac.uk** (postgraduate research)

nottingham.ac.uk/go/library-it-essentials

Pop into your libraries

Use your University card to get into any of our eight libraries.

We're open all year round, often 24/7.

nottingham.ac.uk/library

Choose from a mix of silent, quiet and group study spaces.

nottingham.ac.uk/library/studyspaces



NUsearch

NUsearch is your one-stop shop when searching for library resources. It's also where you'll find your library account.

Use your username and password to log in.

nusearch.nottingham.ac.uk

Borrowing books

You can borrow up to 60 print books using the self-service machines in libraries. Your books on loan will auto renew.

Your books will only be due for return if someone else requests them or when you leave.

nottingham.ac.uk/library/borrowbooks



Keeping in touch

We'll contact you using your University email account if you need to return a book. We'll also send a library account summary every Monday.

You can check your library account at any time via NUsearch.

nusearch.nottingham.ac.uk



Explore your libraries

Pop-in to your library: tours available anytime during the first term.

Pop-up library: the library comes to you. See us around campus in the Student Union, Halls, Engineering and Science Learning Centre and The Atrium on Jubilee Campus.

nottingham.ac.uk/go/librarywelcome



Your app: **MyNottingham**

- View your personal timetable
- Search the library catalogue
- Access your course materials and information through Moodle
- Explore your campus using interactive maps
- Review and rewind your lectures with Engage

Download from your app store:

search **MyNottingham**



Get yourself connected

Connect to eduroam Wi-Fi and get free access to hotspots at institutions around the world.

Connecting to Wi-Fi

- Go to **Wi-Fi settings** and select **eduroam**
- Enter your University email address, for example: **abyab@nottingham.ac.uk**
- Enter your University **password**
- Check the certificate if prompted

nottingham.ac.uk/it-services/wifi



Stay secure

Keep your IT account safe. Create a strong password and set security questions.

Visit: **password.nottingham.ac.uk**

Avoid phishing. Protect yourself by learning how to spot suspicious emails.

Visit: **nottingham.ac.uk/go/phishing**



Collaborate with Office 365

Access all the latest Office 365 applications, including Teams, OneNote, Planner, Forms, Groups, Calendar, Mail, OneDrive with 5TB of storage and Office online apps.

Log in to the Office 365 Portal using your University email address.

portal.office.com



Print, copy, scan

Print from any University PC or personal device and scan at any multifunctional device (MFD) located in libraries, computer rooms and halls across campuses.

Mobile print by uploading your document to **mobileprint.nottingham.ac.uk** or emailing **mobileprint@nottingham.ac.uk**

You can check your balance and buy credits online.

Visit: **printcredit.nottingham.ac.uk**



Get help and support

Get answers to all your IT questions at one of our Smart Bars.

Further information and times:

nottingham.ac.uk/go/smartbar

Our laptop loan and repair service service can be found on B Floor, Portland Building on University Park.

Find out more: **nottingham.ac.uk/it-services/loan-repair**

Find a PC in libraries and computer rooms.

Search here: **pcfnder.nottingham.ac.uk**

IT Service Desk

+44 (0)115 95 16677

nottingham.ac.uk/it-services

Library Helpline

+44 (0)115 95 16393

library-helpline@nottingham.ac.uk

nottingham.ac.uk/library

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and IT services:

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IT Services  **[@UoNSmartBar](https://twitter.com/UoNSmartBar)**

*Contact
Us*