

WELCOME FACULTY & STAFF

to Thomas Jefferson University and Scott Memorial Library

YOUR CAMPUS KEY

Scott Memorial Library

215.503.6994

Askalibrarian@jefferson.edu

What is my Campus Key?

Your campus key is a six- or seven-digit combination of letters and numbers. For example, if your initials are 'TJU' your campus key may be **TJU123** or **TJU4567**. This login will always be unique among Jefferson users.

How do I get my Campus Key?

All Jefferson students, faculty, and staff are automatically assigned a Campus Key. Find your campus key at: <http://library.jefferson.edu/about/newusers.cfm>

What is my Campus Key Password?

You are assigned a temporary password initially. **You must change** this initial password to access vital Jefferson resources. It is recommended that you change your password every 90 days.

How do I change my Campus Key Password?

Change your password at: <http://library.jefferson.edu/about/newusers.cfm>. Create a secure password following these rules:

- The minimum password length must be eight (8) characters.
- **Passwords must include at least one (1) upper case letter, one (1) lower case letter & one (1) number.**
- Passwords cannot contain any portion of the initial password or campus key.
- Passwords cannot have more than two (2) consecutive repeating characters.

For campus key password issues, call the IS&T Solution Center at 215.955.7975 or stop by the Scott Library Service Desk on the 2nd floor (Monday - Friday, 9:00 am - 4:00 pm).

YOUR EMAIL ACCOUNT

IS&T Solution Center

215.503.7975

All Jefferson employees (except voluntary faculty) automatically receive a Jefferson email account (*firstname.lastname@jefferson.edu*). Employees must use their Campus Keys to log into Jefferson mail.

For email issues, call the IS&T Solution Center or stop by the Scott Library Service Desk on the 2nd floor (Monday - Friday, 9:00 am - 4:00 pm).

BE SURE TO LOG OFF TO PREVENT UNAUTHORIZED ACTIVITY UNDER YOUR LOG IN.

ACTIVATE YOUR LIBRARY PRIVILEGES

Scott Memorial Library
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To borrow materials from the Scott Memorial Library, you need to activate your library account. Go to: <http://library.jefferson.edu/borrow> and under **Scott Library Materials** click “*My Account.*”

GET A SPOUSE COURTESY CARD

Scott Memorial Library
215.503.6994

Your spouse is welcome to make use of the resources of Scott Memorial Library. To obtain a spouse courtesy card, please accompany your spouse to the Circulation Desk on the 2nd floor of the library and bring with you the following:

1. Your Jefferson Photo ID
2. Your spouse's identification
3. Proof of your cohabitation (e.g., joint deed, mortgage or lease agreement; joint checking account)

You will be asked to complete a form and then proceed to the Campus Security Office, where a courtesy Photo ID will be created for your spouse.

Complete information about spouse privileges can be found at:

<http://library.jefferson.edu/borrow/privileges.cfm>

PHOTOCOPYING AND LASER PRINTING

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There are no coin-operated photocopiers in Scott Memorial Library. You will need to deposit funds in a printing account through the Jefferson Bookstore (at the Bookstore's Customer Service Counter) or at the Online Card Center: <http://www.jefferson.edu/id-center>. You will then be able to swipe your Jefferson ID to pay for photocopying and laser printing services throughout the library. The fee for all users is 10 cents per black & white page and 25 cents for color laser printing (available on the 2nd floor of Scott).

The Library does not offer free printing at this time.

Learn More about Library Services:

Scott Memorial Library
Information Services Department
215.503.6994
<http://library.jefferson.edu/help/AskALibrarian@jefferson.edu>

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