Your library

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One-off registration process:

- Click the link in the email you receive from British Library
- Click Register for On Demand
- Click Register
- Complete the form, and accept the terms and conditions.
- Check your email for a message from Registrationnoreply@bl.ac.uk
- Click the link to activate your account
- Complete the form with your contact details, and accept the terms and conditions
- Click Finish.
- You will be taken to the BLOD (BL On Demand website, but please note that you cannot access your document from here. Your first access will always be through the link on an email from the British Library)
- Check your email for confirmation of your registration
- It can take around 10 minutes from receipt of the email before your document is ready to open

Already registered?

- Go back to your original email
- Enter your username or email address
- Click the download box
- Enter your username and password
- Read the popup: Choose '**NO**' for a public computer, or '**YES**' if on a private computer or mobile device

See more detailed guides to <u>registration</u>, <u>opening your BL on Demand document</u> and <u>accessing your BLOD document on an iPad</u>:



How to register for British Library On Demand LiveCycle Documents

*NB Following the process on this sheet will not give instant access to your document. You may need to wait for 10-15 for your registration to go through. For this reason, we would advise you to register ahead of receiving your first document if possible.

When the British Library supplies your electronic document they will send you an email which contains a link:



Click on the link in the email. If this is the first time accessing a British Library On Demand Livecycle document you will need to complete the registration process:



Registration Process

On Demand LiveCycle Digital Rights Management
Encrypted Document Download Delivery
On Demand encryption technology is not certified for use on Apple mobile devices using Google Chrome. We recommend that you use the default browser (Safari) to download your document. Other browsers may work.
If your browser has a built in PDF viewer, e.g. Google Chrome, you will need to disable it before you can read documents. If you are using Google Chrome as your browser, to do this, type chrome://plugins in the address bar, then scroll down to Chrome PDF viewer and click on disable. Alternatively you could use a different browser such as IE or Firefox.
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Click on the Register for On Demand link. (If you are not sure if you have registered or not still click on the link as you will get the chance to check this on the next page).

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	How to register for the British Library On Demand
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	If you already have an Online Account enter your username and password and click Continue.
	Ilsername *
	Password *
	Forgotten username Forgotten password
	Continue
	Don't have a British Library Online Account yet?
	You will need to follow the steps below to use the British Library On Demand
	Please note: Registration is currently required even if you are already a holder of a British Library Reader Pass. Why?
	Step 1: Register for a British Library Online Account Step 2: Confirm your email address Step 3: Customise how you want to use the British Library On Demand
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Click on register to begin the registration process. (If you think you already have a username and password but have forgotten these complete the top half of the section.)



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Complete all the details which are marked with * and tick to agree to the terms and conditions. Then click on register (you only have to tick the items in the grey box if you want these additional offers). You will then see the following page.

Please note that whatever email address you use to register here, your documents will always be sent to your NTU email address.

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	bl.uk > My Account registration > Activate your Online Account
	Activate your online account
	Thank you for registering for a British Library Online Account.
	Your account number is: 1276129
	An email has been sent to the email address you supplied. Please click on the link in the email to activate your account. Please note that you will not be able to use your account until you do this.
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Dear	
Thank you for registering for a British Library Online Account.	L
Your Online Account Number is 1278789.	
To activate your online account click on the link below (or paste it into a browser).	L
Please note that you will not be able to use your online account until you do this.	L
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Address Line 2	Boots Library	
Address Line 3	Goldsmith Street	
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County or State	Nottinghamshire	
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Again complete all the parts marked with an *. Then click on Next.

To complete registration tick the terms and conditions box and click on finish. You should then see confirmation that registration is complete and you will also receive an email confirmation successful registration as well.



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At the end of the registration process you will be taken to the BLDSS website. Please note that you do not access your document from there. Your first access will always be through the link provided in an email from the British Library



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You should then see the following page:



Please note the advice about using different browsers and having adobe reader installed. (If you are using a mobile device such as an iPad or android tablet you will need to download the abode reader app before you can view the document.)

Click on the download link.

You should then see the following sign in box:

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Access to this document is restricted by this remote server:
You must sign in with your account information to be granted access to this document. Your account information will be sent securely to the remote server. To learn more about what this means for you, please click on the 'Privacy and Security' button.
Username
Password
Allow collection of detailed usage data
Remember me on this computer
Privacy and Security OK Cancel

Enter the username and password created when you first registered for the service. (If you have forgotten these then use this link <u>https://register.bl.uk/RegOnline.aspx?serviceId=3</u>)

Once you log in for the first time the document then becomes locked to your account only and cannot be accessed by anybody else.

If you wish to be remembered on the pc you are using then tick the remember me box (if using a public access pc or mobile device your details will be forgotten once you have logged out of the machine) this will then save you having to log in every time you wish to access the document on that device or pc.

Click on OK

You will then see a further dialogue box:



Again if using a public access pc we recommend choosing 'No' however your details will be forgotten once you have logged off the machine even if you choose 'yes'. If using a private pc the 'Yes' option allows you to open saved documents 'offline' without internet access (this option isn't available for mobile devices).

Once you have click either yes or no you should then see the full document.



If you wish to print a hard copy of the document you can do so only **once** and we recommend you do this as soon as possible after opening the document, however you will be able to access the document for up to 3 years on any pc or device as long as it is saved, has abode reader installed and you log in with your username and password. (If accessing on a public on campus pc save to OneDrive as it will not save to the local C drive).

The document may be saved to a pen drive or forwarded to yourself at another email address however you will need to log in again with your username and password to re-access it and you will not be able to forward it to another person once you have locked it to your account details.

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Accessing a British Library On Demand document via an iPad

You can now view the documents on a mobile device however to access you will first need to download the Abode Acrobat reader app from the iTunes app store (this is free).

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Click on the link in the email and then enter the username you created when you first registered (If you have forgotten this then use this link <u>https://register.bl.uk/RegOnline.aspx?serviceld=3</u>)

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Next tap on the Open in... option, it will then give you the option to choose Adobe Acrobat (it may say 'copy to' abode rather than 'open with' but you still need to choose this option).



You should then see the sign in box and will need to enter your British Library username and password

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If you have already opened it on the iPad once in reader and want to go back to it again without using your email link then all you need to do is to select the Abode Acrobat app from your home screen (or folder if you have placed it in one)



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