

# Using CollegeSource Online

## Embry-Riddle Worldwide Online Instructions

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### **IMPORTANT: PRINT THESE INSTRUCTIONS NOW FOR USE WHILE SEARCHING.**

**CollegeSource Online** provides academic catalogs and profiles for more than 11,000 U.S. and international colleges and universities. Includes 2-year, 4-year, graduate, and professional schools. Coverage: 1994-current (complete) and 1992-93 (scattered). Updated weekly. *This database allows a limited number of concurrent users. If you cannot connect, please try again at a later time.*

The following instructions will tell you how to:

- A. Access CollegeSource Online
- B. Conduct a Search
- C. Obtain Full-Text Material

#### **A. Access CollegeSource Online**

- ◆ Go to the **Hunt Library home page** (<http://library.erau.edu>).
- ◆ Click on **Embry-Riddle Worldwide**.
- ◆ Click on **Find Articles (Databases)**.
- ◆ Click on **Using the Databases**.
- ◆ After reading the instructions, click on the **ERNIE** (<http://ernie.erau.edu>) link.
- ◆ Login to **ERNIE** with your username and password.
- ◆ Scroll down to find the **Admin Services** module. (If you don't see this module, click on your browser's refresh or reload icon and it will usually appear.)
- ◆ Click on **Library Databases** which will take you to the **Databases** access page. You will remain signed into this page until you close your browser. This feature allows you to search additional web databases without signing in again.
- ◆ Locate **CollegeSource Online** from the alphabetical list and click on **CollegeSource Online**.

**IMPORTANT:** If **CollegeSource Online** requires another Username and Password for login, you may need to temporarily disable any firewall installed on your computer. Firewalls often interfere with the login process.

#### **B. Conduct A Search**

- ◆ You may do a simple search by typing in the name of the school for which you want information in the search box labeled **Search for a College by Name:** and then click on the **Search** button.
- ◆ Or, you may search for schools alphabetically, by country or geographic area, by keyword, or catalog full text by clicking on **Advanced Search** under the **Schools** search box.

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<http://library.erau.edu>

**Hunt Library - Reference Department**

Embry-Riddle Worldwide: 800-678-9428 /386-226-7656 – [library@erau.edu](mailto:library@erau.edu)



- ◆ From the list of institutions found in your search, you can choose to view the school's **catalog** in **PDF** format, look at the school's **profile**, go to the school's **website**, or find a **map** of where the school is located by clicking on the appropriate icon.
- ◆ If you click on the PDF button, it will take you to a list of catalogs for that school. From that list you must choose the catalog you want to view and it will open in PDF format.

### C. Obtain Full-Text Material

- ◆ All college catalogs in CollegeSource Online are in full-text PDF format. Your computer must have the Adobe Reader installed to view the catalogs. Obtain this free program at <http://www.adobe.com>. Click on the **Get Adobe Reader** button for download instructions.
- ◆ To print school **profiles**, use the Print button on the toolbar of your browser, or use the Print feature under File in the Menu bar. To download, use the Save As feature under File.
- ◆ To print or download pages from the college **catalogs**, use the printer or disk icons in the toolbar of the Adobe Reader window.

If you require any assistance, please contact **Worldwide Reference Services** at **800-678-9428** or **386-226-7656**. Or, email us at [library@erau.edu](mailto:library@erau.edu). We will be happy to help you.

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