

A. Manual Logon to the OCLC FirstSearch Service to use WorldCat

To log on manually to the OCLC FirstSearch service, please use this URL:

<http://firstsearch.oclc.org>

At the logon screen:

1. Type your authorization number listed above in the authorization box and press <Tab>
2. Type the password listed above in the password box and click on <Start>

B. IP Access to WorldCat

Internet Protocol (IP) address recognition supports automatic access to FirstSearch World Cat from known IP addresses. Once in place, users click links on your web pages and access the WorldCat service without needing to log on manually with an authorization number and password.

The FirstSearch IP-access URL is:

<http://firstsearch.oclc.org/FSIP>

It will be necessary to enter your institution's IP address into the FirstSearch system. To do this, please go to the FirstSearch administrative module web site at <http://firstsearch.oclc.org/admin>; then follow the directions for adding your IP address in the "FirstSearch administrative module" section (See Section "E").

C. The FirstSearch Administrative Module

The FirstSearch administrative module is a free web site that allows authorized library staff (you or your delegate) to control and customize the WorldCat service to suit your library's unique circumstances and needs.

Every FirstSearch authorization (account) comes with free access to the FirstSearch administrative module web site.

To access your account on the administrative module web site, you will need to enter your authorization number and your administrative module password. At present, your administrative module password is the same as your service password (the password listed in the box on page 1). For security purposes, it is highly recommended that you change either your service password or your administrative module password so that they are not the same. It would be best, then, for you to log on to the FirstSearch administrative module web site shortly after receiving this message to change your passwords. (See "Changing Your FirstSearch Passwords," below.)

To log on to the administrative module web site, please use this URL:

<http://firstsearch.oclc.org/admin>

At the logon screen:

1. Type your authorization number in the Authorization box and press <Tab>

2. Type your password in the Password box and click <Start>

You must have Netscape 4.0 or higher, or Microsoft Internet Explorer 4.0 or higher, with JavaScript enabled.

Note: Never use your Browser's navigation buttons when using the administrative module, or you will be rudely kicked off for 45 minutes!

D. Changing Your FirstSearch Passwords

To change your password:

1. Please go to the FirstSearch administrative module web address at:
<http://firstsearch.oclc.org/admin>
2. Click on the "Authentication/Access" tab at top of screen
3. Click on the yellow "Passwords" link in blue area at top of screen
4. Enter a new password in the section labeled "To change your FirstSearch Service Password"
5. Click on the "Save Changes" button at the bottom or top of the screen

Note: When you change your administrative module password, your FirstSearch statistics password becomes the same as your administrative module password.

It is also possible to set up a statistic password--so that one person can have access to the administrative module web site and other people on the library staff can access the WorldCat statistics web site.

6. Click on "Exit" at the upper right corner of the screen

E. Entering Your Library's IP Address

To enter your library's IP address into OCLC's system and to establish IP-access to WorldCat:

1. Please go to the FirstSearch administrative module web address at:
<http://firstsearch.oclc.org/admin>
2. Type in your authorization number and password. (Your administrative module authorization number is the same as your service authorization number. Your password is the same, too, unless you have already changed your password, as recommended).
3. Click on "Authentication/Access" tab at top of screen
4. Click on the yellow "IP-Address Recognition" link in blue area at top of screen
5. Enter your IP address in the boxes on the screen--just the numbers, the periods are already there.
6. Click on the "Add" arrow, at right. The IP address you just entered will appear in the "IP Address List" box.
7. Click on the "Save Changes" button at the upper right corner of the screen
8. To delete an IP address, highlight it in the "IP Address List" box. Click on the "Delete" x-button, at right.

6. Click on "Exit" at the upper right corner of the navigation menu to exit properly.

For complete instructions on IP-access to the FirstSearch service, please refer to "IP-Address Recognition Access to FirstSearch: Getting Started" at

<http://www.oclc.org/firstsearch/documentation/ip/>

F. FirstSearch News List

FirstSearch-L is an e-mail subscription list where important changes, improvements and information about WorldCat are first announced. FirstSearch-L is not a discussion list. If you wish to keep informed about WorldCat, it would behoove you to subscribe to FirstSearch-L.

To subscribe to FirstSearch-L, please go to:

<http://www.oclc.org/oclc/forms/listserv.htm>

G. Documentation

Documentation for the OCLC FirstSearch WorldCat service can also be found at:

<http://www.oclc.org/firstsearch/documentation/index.htm>.

If you have any questions, please contact Kathy Miller or Georgia Learn at the Rochester Regional Library Council, or Joyce Rambo at Nylink (1-800-342-3353 or email ramboj@nylink.suny.edu).