You should receive an email from <u>do-not-reply@libapps.com</u>. It should look like this with your <u>firstname.lastname@simmons.edu</u> as your Username and a Set Now link as your password:

# Simmons College Library and Information Sciences

Welcome to LibGuides at Simmons College Library and Information Sciences

Hello Lee,

LibGuides system administrator SLIS Tech (slistech@simmons.edu) has created an account for you in LibGuides (https://simmonslis.libguides.com/).

#### Logging In:

Click the URL below, then use the "Login to LibApps" link at the bottom of the page.

https://simmonslis.libguides.com/

Username: <

Password: Set Now

#### Documentation, Training, and Support:

Springshare Support's homepage provides quick access to all of our resources:

- Help Center: Search & browse FAQs (specific features/tasks) and Springboards (broader tutorials).
- SpringyU: Self-guided learning through videos & related tasks.
- Training Webinars: Live & recorded training focused on system use.
- Submit a Ticket: Can't find the answer? We can help!
- Springshare Lounge: Share ideas & questions with other customers.

## Recommendations for LibGuides:

- · Best Practices for Starting a LibGuide
- · Basics of Building LibGuides
- · Best Practices for Images

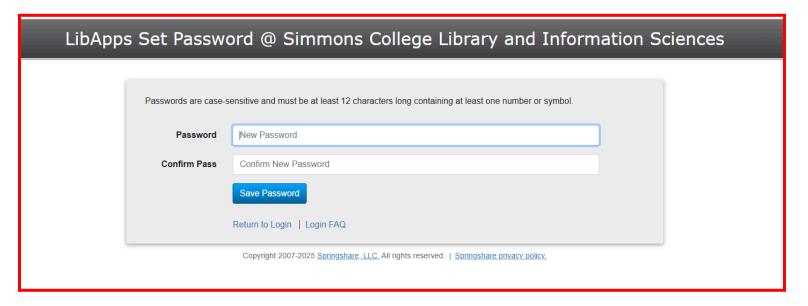
### **Account Help:**

Change Account Info | Account Overview | Login Troubleshooting

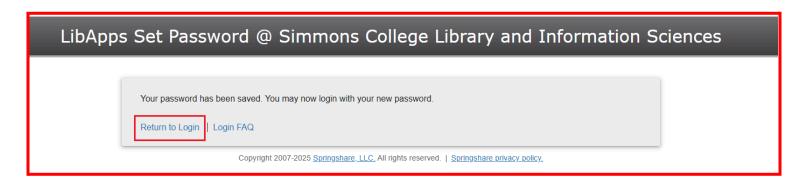
Thank you and have fun!

The Springshare Team

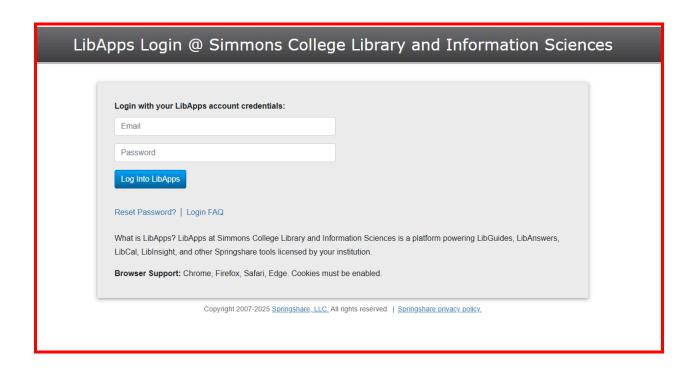
- 2. Click on the Password: Set Now link
- 3. It should send you to this page:



- 4. Set your password and click Save Password
- It should bring you to this page. Click on the Return to Login link: https://simmonslis.libapps.com/libapps/login.php



6. Log in. Your **username** will be your <u>firstname.lastname@simmons.edu</u>. Your **password** is whatever you just made it:



7. Follow this link to the LibGuides homepage to start creating your LibGuide: https://simmonslis.libapps.com/libguides/

