1. Go to [https://my.ohiochristian.edu](https://my.ohiochristian.edu) Login using your **OCU email** account **Username** and **Password**.

2. Under Office and Departments ➢ Click on the **Maxwell Library** link
3. Maxwell Library resources will display.
   ➢ Click on the OCU Discovery Service link

**Melvin and Laura Maxwell Library**

4. The Discovery Service search bar will display.

**OCU Discovery Service**

5. Enter a search term
   ➢ Click the Search button
     ▶ The below example uses “ezra the scribe” as a keyword search.
     ▶ Keyword is the default. Select **Title** or **Author** as appropriate for different search terms.
6. The Results Page displays with the **Hello Guest** greeting.
   ➤ Click the **Login for Full Access** link.

7. The Microsoft Login prompt displays. Enter your OCU email address and click Next.

8. Enter your password and click **Sign in**.
9. The **Results Page** displays the same 29,359 items, with access to full text content. (The number of results changes frequently, as articles are continually added to the database!)

10. To get Full Text articles only and reduce the number of results, click boxes under **Limit To**. For example:
   - Full Text
   - Scholarly (Peer Reviewed) Journals
   - Publication Date (slide bar to desired date range, or type dates in provided boxes)
11. The results are reduced from 29,359 to 4,587 items, Full Text, Scholarly (Peer Reviewed) Journal articles and between 01/01/2015 and 12/31/2016. Active Limiters are marked X.

12. The below PDF Full Text, HTML Full Text, or Full Text Finder icons display as available.

- Clicking them will link to the Full Text article
13. Full text displays. The toolbar at the right margin enables printing, citing, and other options.

14. Clicking **Result List** returns to the search’s Limited results.
15. The original list of 4,587 results displays.

16. Exploring the other **Limiters** is highly recommended. Limiting your searches by **Subject**, **Language**, **Geography**, **Content Provider**, etc. will return fewer, more relevant results.

The library staff is here to serve your information needs. Please do not hesitate to contact us at ([library@ohiochristian.edu](mailto:library@ohiochristian.edu) or 740-477-7737).