1. Go to [http://my.ohiochristian.edu](http://my.ohiochristian.edu).
2. Login to my.ohiochristian.edu (Your email/e360 account User Name and Password.)

3. Under Office and Departments at the left margin
   ➢ Click on Maxwell Library

4. The Maxwell Library homepage will display.
5. The Discovery Service search bar will display.

6. Enter a search term
Click the Search button
  - The below servant leadership is as a keyword search.
  - Keyword is the default. You can also search by Title or Author.

7. A large number of items are discovered. (Note: The number of results may differ. Resources are continually added to the databases.)

See next page!

8. Refine the results by doing the following under the Limit To section:
➢ Check the Full Text box
➢ Check the Scholarly (Peer Reviewed) Journals box
➢ Slide the Publication Date bar for the desired date range (2005 – 2016 in this example)
➢ You can also limit by Language, Source Type, Publisher, Geography, etc.

8. Significantly fewer results display. All are full text, academic, and published between 2006 and 2016.

9. Scroll down to limit the results further:
Click the **Subject** link to see the subject options
  - Check the **Subject** most closely matching your information need
    1. Click the **Show More** link for more options
    2. Click the arrow beside **Name** to order the list from AtoZ (or ZtoA)
    3. **Christianity** is the example selection
    4. Click **Update**

10. The **Search Results** display even fewer items.
9. **PDF Full Text, HTML Full Text, Full Text Finder** icons display as available.

10. The **PDF Full Text** link for *Leadership for the Church* was clicked in this example.
11. The full text displays with a tool bar for printing, saving, citing, etc.

12. Click the **Result List** link if you want to access other articles from the original search.

12. The original **Results List** of 794 articles displays.
12. Exploring the other Limiters is highly recommended. Limiting your searches by Language, Geography, Content Provider, etc. will return even fewer, more relevant results.

The library staff is here to serve your information needs. Please do not hesitate to stop by the Support Desk, or contact us at library@ohiochristian.edu and 740-477-7737.