

HOW NOT TO GET LOST IN THE UNIVERSITY LIBRARY

How to set up the remote access

WHERE TO FIND INSTRUCTIONS

1. www.upjs.sk

2. Switch the website to **English**.

3. In the menu bar, select **About the University** → **Information Units** → **Centre of Information and Communication Technologies**.

4. Select the section **How-to**.

5. From the **Proxy – How to setup client** to access menu on the right,

select the instructions for the web browser you want to set up.

6. From the instructions menu, we have selected: **How to set up Google Chrome**.

7. Follow the steps in the instructions.

8. The equivalent of tools in Google Chrome are the three vertical dots on the top right 

9. Select **Settings** from the menu.

10. This will open a new settings window. In the left pane, select **System**.

11. The system will offer you several options. Choose **Open your computer's proxy settings**.

12. A dialog box appears **Network and Internet > Proxy**.

13. Under **Automatic proxy setup**, edit **Use setup script**.

14. Enable the **use of the script** and copy the address from the seventh step in the tutorial into the **Script Address** window **<http://proxy.upjs.sk/config/>**

15. Save the setting. Saving is automatic without a confirmation message.

HOW TO VERIFY YOUR REMOTE ACCESS SETTINGS

16. Immediately after saving, we recommend that you **try remote access on a licensed database**.

17. If the access is functional, when you click on the licensed database, it will **show you a login form** where you enter your email in the form:

...@upjs.sk

STUDENT:

aisID@upjs.sk,

EMPLOYEE:

name.surname@upjs.sk

and **the password** you created for the wifi and the proxy server.

18. If access is not active, we recommend you **restart** your computer.

DID YOU HANDLE IT?

More information, opening hours, news from the University Library and video tutorials can be found on our website: www.uk.upjs.sk



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