# HOW NOT TO GET LOST IN THE UNIVERSITY LIBRARY

How to set up the remote access

WHERE TO FIND INSTRUCTIONS

1. Enter the university website **www.upjs.sk**. Do not switch website to English variant.
2. From the menu, select **Univerzitné pracoviská - Centrum informačných a komunikačných technológií**.
3. Select the section **Návody**.

4. In the menu bar on the left, click on **Proxy - Ako si nastaviť klienta. Prístup k elektronickým informačným zdrojom.**
5. From the instructions, choose: **Ako si nastaviť Firefox Mozzila**, as its user interface is most similar to Google Chrome.
6. Follow the steps below.
7. The equivalent of Tools in Firefox Mozilla is in Chrome:

- The three vertical dots at the top right.
8. In the menu that appears, select **Settings**.
9. A new window with settings will open. In the left part of the window, select from **Advanced** options and then click on **System.**
10. The system offers you several options. You will choose **OPEN PROXY SERVER SETTINGS ON THE COMPUTER.**

11. The **Automatic settings of the proxy server** will be displayed, where you must enable the use of the **script**.
12. Copy address from the 3rd step in the Ako si nastaviť Firefox Mozilla **http://proxy.upjs.sk/config** into the **Script address** window.
13. Save. Saving is automatic without confirmation.

HOW TO VERIFY REMOTE ACCESS SETTINGS

14. We recommend **trying remote access** to a licensed database immediately **after saving**.
15. If the **access is functional**, after clicking on the licensed database, **will show you a login form** where you enter your email in the form:

STUDENT:
aisID@upjs.sk,
EMPLOYEE:
name.surmane@upjs.sk
and the password you created on the wifi and proxy server.
16. 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