

Procedure	Books 24/7 Access and Search	Effective Date:	January 2013
Procedure #	5.5		
Functional Area	Training and Org. Development	Revised Date(s)	01/14/2013

Purpose:

The purpose of this procedure is to provide a procedure for accessing the Books 24/7 website and locating books of interest.

Books 24/7 Link Procedure:

Description: Books 24/7 is accessed through the eTraining Learning Management System and contains thousands of titles, videos, and live seminars. This procedure illustrates how to access these materials.

1. Log in to eTraining at <http://etraining.emich.edu/> by following the eTraining Log in Procedure (Procedure 5.2).
2. Click on the link in the top right corner labeled “Books 24/7.” This will bring you to your own Books 24/7 homepage and profile.
3. Enter your search key words, title, or author into the search bar located below the Eastern Michigan University logo at the top of the screen.
4. Click the red, “GO,” button.

Search results will sort by relevancy and display below. Additional filters may be used to navigate the search results by entering terms in the “Search Within” box or by clicking on the “Filter Options” button located to the right of the search results.

Books 24/7 eTraining Home Screen Procedure:

1. Log in to eTraining at <http://etraining.emich.edu/> by following the eTraining Log in Procedure (Procedure 5.2).
2. Follow the Course Search in eTraining LMS procedure.
3. Click on “Books” in the Content Type Menu located above the search results.

Launching a book from these search results will automatically bring you to the Books 24/7 page and material.