



quick start guide

Emerald Journals Off-Campus Access

Emerald provides a collection of business, accountancy, management and human resources journal titles. There are also a few information management titles.

1. Access the Library web pages at: <http://www.bolton.ac.uk/library/>
2. Log in to OpenAthens. You must log into OpenAthens before you access any electronic resources. Your OpenAthens username and password is that which you used to log on to the network.

3. Click on 

4. Click on the red link '**Login to OpenAthens**' and click '**I agree**'.

5. Enter your username and password. Your screen should then display that you have successfully logged on to OpenAthens.

6. Click on the link for **Electronic Resources** from the blue menu on the right.

N.B. You may also be able to access Emerald journals from the databases list on your subject page after logging in to OpenAthens.

7. Click on '**E**' from the A-Z list.

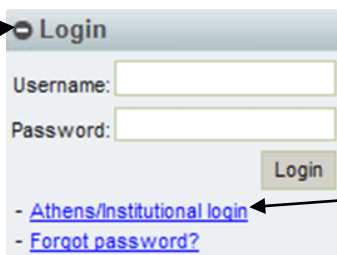
8. Scroll down to Emerald and click on the blue **Emerald journals** link.

[Emerald journals](#) ←

Subject coverage: Mostly business, management and human resources, information management titles.

9. Ignore the Username and Password boxes and click on **Athens/Institution login**. You may need to click on the plus sign by the Login to reveal the above link if it isn't automatically displaying underneath the login boxes.

Click  if it displays to reveal the Athens/Institutional login link.



Click here

10. Click on **Athens Login** in the middle of the page and you will get a Bolton University user welcome message.

Click here

[Athens Login](#)

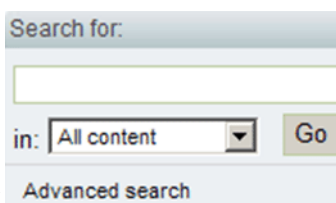
Visit the UK Federation to select your Institution.

[Institution Login](#)

11. Access the journals you require using the search facility.

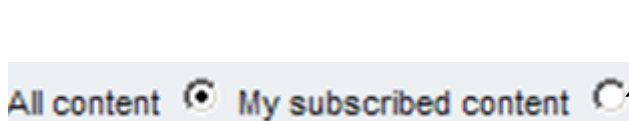
N.B. If you have tried to access an Emerald journal directly from the E-journals portal or Library catalogue after logging into OpenAthens you must follow steps 9 and 10 above.

You will still occasionally see the green padlock symbol indicating access not available - this is because we don't have a subscription for all Emerald journals. To limit your search to material that we have access to, click on **Advanced Search**.



Click here

After entering your search terms, scroll to the bottom of the page and check the **My subscribed content** option before clicking Search.



Click here