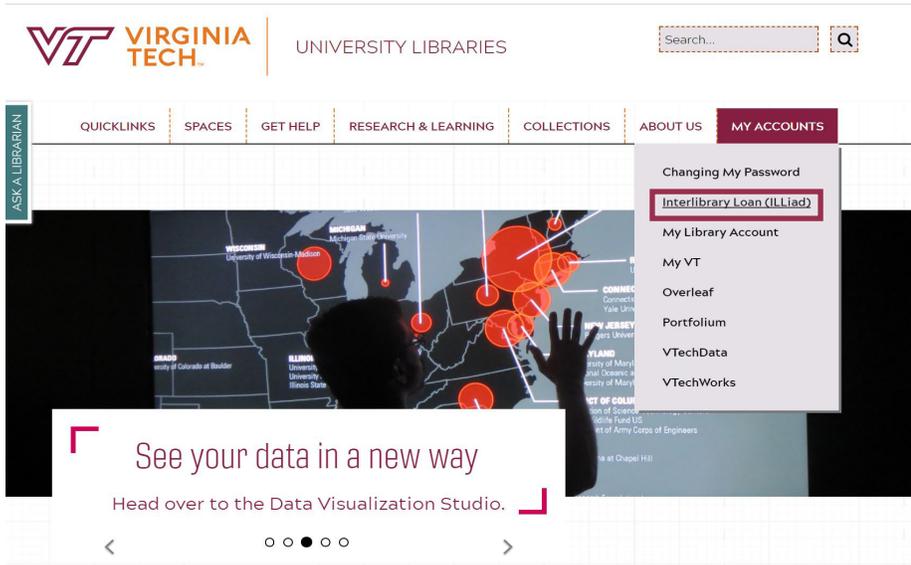


Registering for ILLiad

Before you can begin using interlibrary loan, you must register for ILLiad, Virginia Tech's interlibrary loan system.

Start at lib.vt.edu:



Choose **My Accounts** and then **Interlibrary Loan (ILLiad)**.

Log in with your PID and password. The first time you log in, you'll be prompted to fill out the registration form. Add the required information and click Submit Information.

A screenshot of the 'Change Personal Information' registration form. The form includes fields for: *First Name, *Last Name, *Virginia Tech ID Number (with a note: 'No dashes, 9 digits. Virginia Tech cannot accept social security numbers. Please contact the Hokie Passport Office to obtain an ID number before registering.'), Preferred Notification Method (set to 'Electronic'), *Email Address, *Daytime Phone (with a note: 'e.g. 540-231-6344'), *Address Line 1 (with a note: 'Any mailed items will be sent here. For most rapid service, we recommend using your campus mail address if you are in Blacksburg. Extended Campus customers must provide a street address, not a P.O. Box, to order books and other returnable items.'), Address Line 2, City (with a note: 'Fill this in ONLY for U. S. mail delivery, NOT for Blacksburg campus mail.'), State (with a note: 'Fill this in ONLY for U. S. mail delivery, NOT for Blacksburg campus mail. Use the 2-character postal code, e.g., VA for Virginia, MD for Maryland.'), *Campus Postal Code or ZIP Code for off-campus address (with a note: 'ZIP code is required for U. S. mail and Extended Campus delivery. Campus postal codes are here.'), Site (with a note: 'If you are NOT on the Blacksburg campus, please indicate where you take classes or work'), Your Status (set to 'Faculty'), *Department (set to 'Other - Unlisted'), Authorized Users (with a note: 'List the full names of anyone you wish to be allowed to pick up your ILL items. An ID will be REQUIRED to pick items up.'), and Delivery Location (set to 'ILL'). At the bottom, there are buttons for 'Submit Information' and 'Cancel - Exit to Main Menu'. A red box highlights the 'Submit Information' button.

All users should fill out the required information, including name, ID number, email address, phone number, and campus address for Blacksburg users.

Extended campus users should indicate where they work or take classes as well as their preferred delivery location. Be sure to list a physical address, not a PO box.

For additional information on interlibrary loan, visit guides.lib.vt.edu/ill.



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