

ORANGE COAST COLLEGE LIBRARY
Logging in to Britannica Online From Off-Campus—Faculty Method

Faculty members need to get their ID number to log in to Britannica Online from off-campus. It's not your employee ID (the number that starts with E and is 5 digits long). It starts with a C and is 8 digits long. If you have a college photo ID, you can find it there. If you don't have one, you can find it in MyOCC. Here are the directions:

1. Log in to MyOCC.
2. Click on "Employee" tab.
3. Click on "Banner Self-Service"
4. Click on "Faculty and Advisors"
5. Click on "Faculty Detail Schedule". You don't need to pick a term or do anything else on this page.
6. Your ID is in the upper right hand side by your name. It will begin with a C and contain 8 numbers.

To login to Britannica:

1. Login to MyOCC.
2. On the "Home" tab, scroll down and click on "Periodicals and Electronic Resources". Please note: this is the only link that will let you access the databases from home, so you must click on this link for it to work.
3. Click on "Britannica Online"
4. Enter your ID number in the following format: 1234-5678