Faculty and staff members need to get their staff ID number to log in to the library databases 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 the databases:

1. Go to the OCC Library web page: [http://www.orangecoastcollege.edu/library/](http://www.orangecoastcollege.edu/library/)
2. Click on Periodicals and Electronic Resources: [http://www.orangecoastcollege.edu/academics/library/Pages/Periodicals-and-Electronic-Resources.aspx](http://www.orangecoastcollege.edu/academics/library/Pages/Periodicals-and-Electronic-Resources.aspx)
3. Click on the name of the database you would like to search
4. Enter your ID number in the following format: 1234-5678
5. Enter your last name (capitalization does not matter).

If you are having difficulties, please contact Lori Cassidy, Online Services Librarian, at lcassidy@occ.cccd.edu. Thanks!