Using the NEW Interlibrary Loan System Portal

1. While working in the EBSCO databases (i.e. PoweSearch, CINAHL, Academic Search Complete, etc.), you will see and use the same "Request from Interlibrary Loan" link as before:

2. The first time you log into the new ILL system, you will be asked to complete your account with your name and email. Please use your Regis email.

NOTE: If you are not logged into Office 365 at the time, you will see the Office 365 login process beforehand. You must also make sure you are logged into your 365 account so your ILL requests are placed under the correct username.
3. Once logged into the ILL system, you will see the copy (article) request form. It will be auto-populated with the citation information of the article. Make sure to read the copyright notice and check off the box to agree to the conditions.

Please ensure that the citation information is filled out as complete as possible.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyright material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “for any purpose other than private study, scholarship, or research”. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use”, that user may be liable for copyright infringement. This institution reserves the right to refuse a copying order if, in its judgement, fulfillment of the order would involve violation of copyright law.

I agree to the above conditions

- [ ] This field is required

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<th>Journal Title</th>
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Click Submit at the bottom of the form to complete the request:

- PubMedID: 29547045
- ISSN: 1530891X
- Need By Date
- Notes

Note: All documents will be delivered by email. Requests are processed in the order that they are received. Limits may number of articles processed per patron per day.
A handy feature of the new ILL system is that you can view and check the status of your requests under the "Your Requests" tab:

A few things to note and remember about Interlibrary Loan requests:

- Generally, articles still take 3-5 business days to process and be sent to you.
- Your articles or instructions on how to access your articles will be emailed to you at the email address you provided. Please make sure you do provide your Regis email.
- A status of "Received" means that we have received the article on our end. Check your email for your article. If you have not received the article 5-7 days after you requested it, please contact our Interlibrary Loan Department to inquire about the status.

Questions?

Email: interlibrary.loan@regiscollege.edu or reference@regiscollege.edu

Phone: 781-768-7306 or 7303

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