



KCAU E-LIBRARY USER GUIDE

1. Introduction

Welcome to MyLOFT user guide. In this document, we will showcase MyLOFT basic features that will allow you as a user to access, discover, organize and share subscribed e-resources from the KCAU library.

This Guide is a reference manual for all library patrons in using the MyLOFT Platform in the course of your studies and research at KCA University. It has the following Subsections:

- a. Accessing MyLOFT
- b. User registration
- c. Downloading resources

a. Accessing MyLOFT

2. Your MyLOFT account will be active under the following conditions:

- i. You are a bonafide KCA University Student with an official Student Number e.g. 20/01305 or
- ii. You have a KCA Student Email address that is automatically activated within 24 hours of your registration.

The Student Email takes the form: 2001305@students.kcau.ac.ke, where your student number is 20/01305. (Refer to a separate Student Email Login Instructions document that is downloadable under Quick Links in the University Website for accessing your email.)

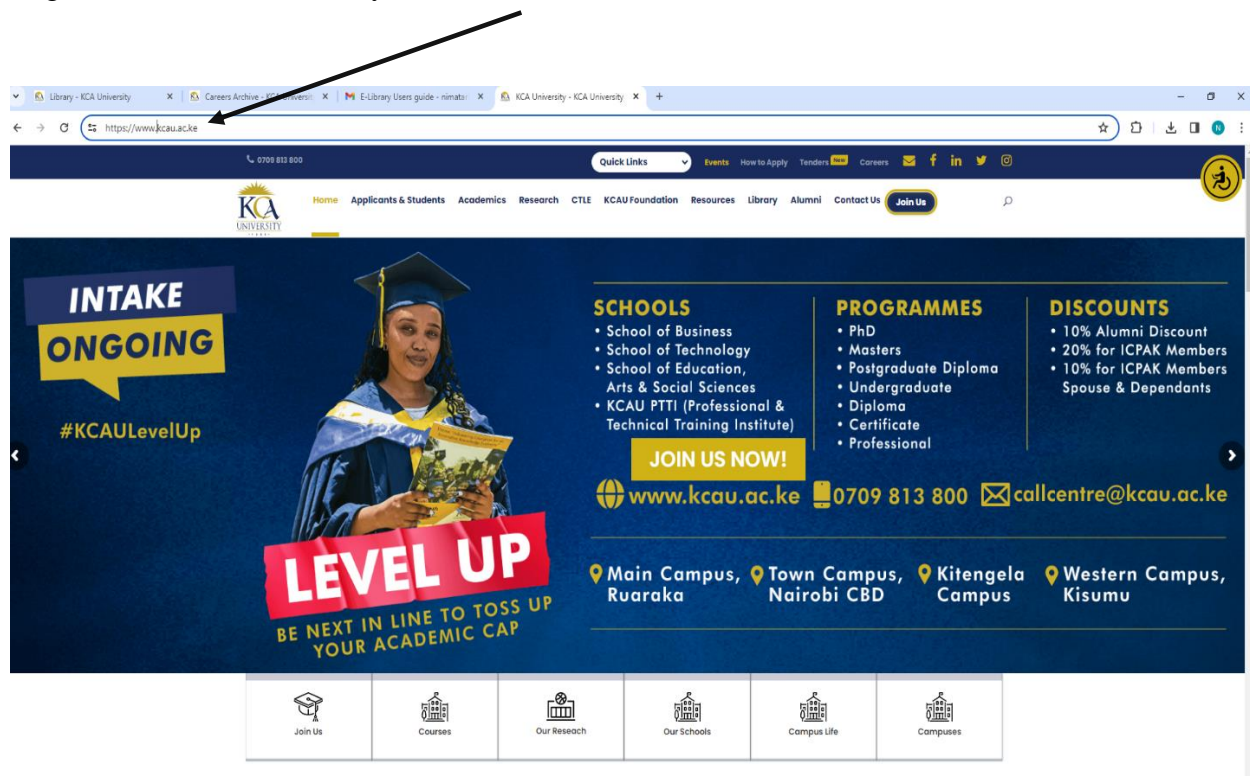
In the case where you get a notification that your MyLOFT account has expired, you are advised to write to library@kcau.ac.ke for assistance.

If you have challenges activating your student email write to reset@kcau.ac.ke for assistance.

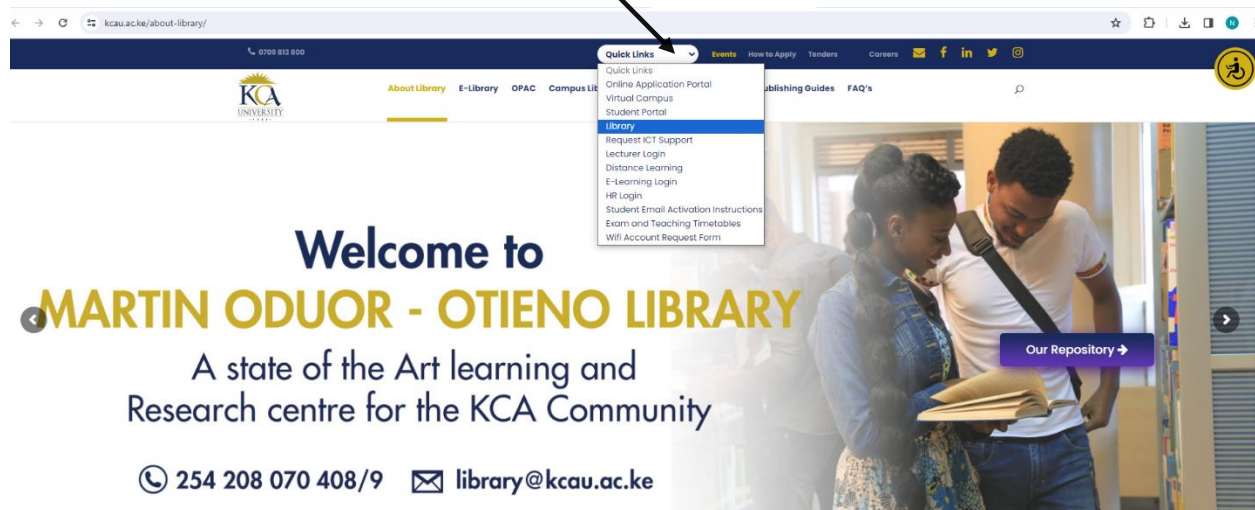
2.1 procedure for accessing MyLOFT

Below are the systematic steps to accessing your MYLOFT account.

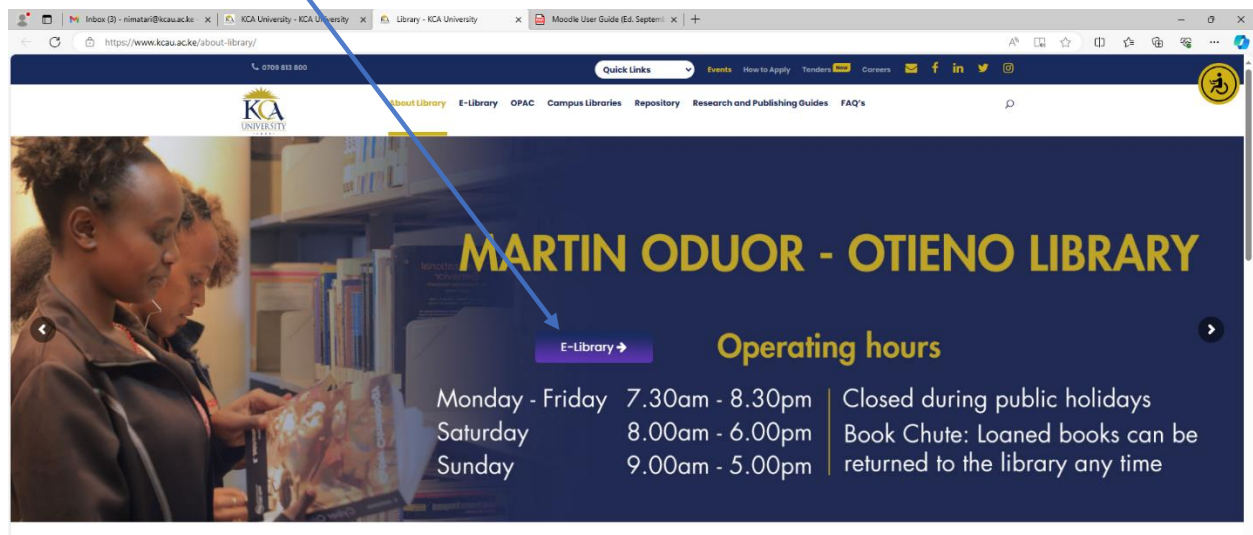
Step 1. Open your browser (MyLOFT only operates on 2 browsers, Chrome and Microsoft Edge) and visit the university website: www.kcau.ac.ke



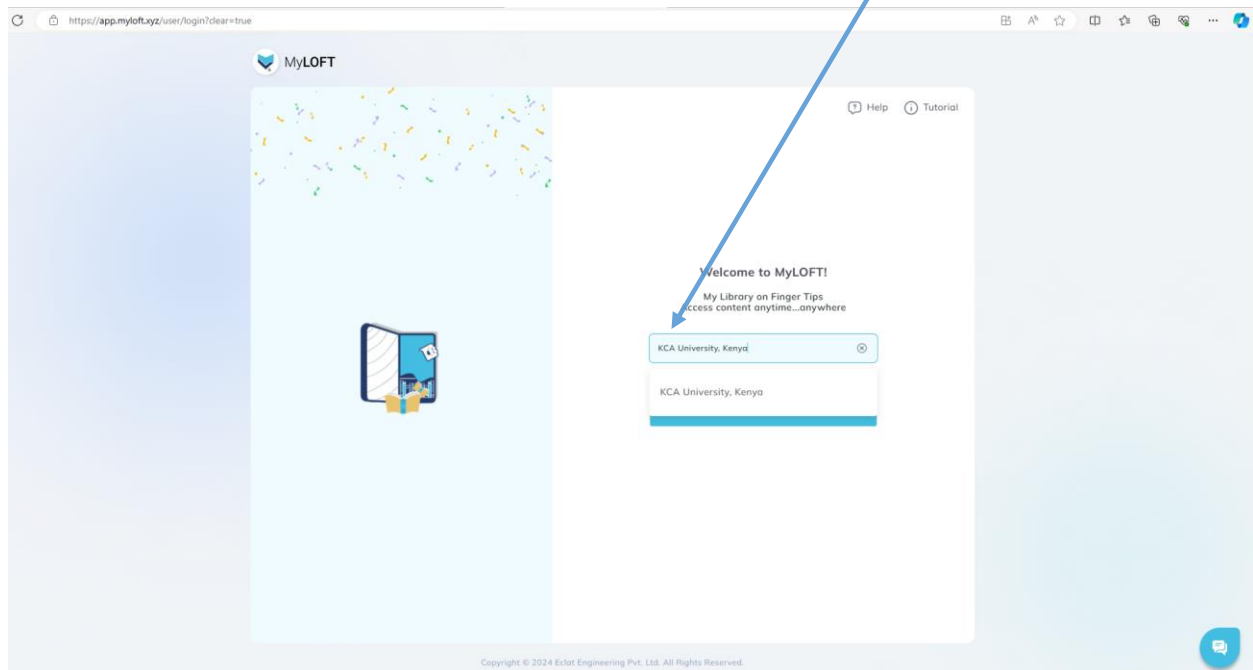
Step 2: At the top ribbon, click on Quick Links as shown and in the drop down, click on Library. The library page will open as shown below.



Step 3. : Click on E-Library



Step 4: On clicking E-Library, you will be redirected to the MYLOFT portal. A new window will open with a message “Welcome to MyLOFT” prompting you to log in. At this point you will have to key in the name of your institution in the box, Type “KCA University, Kenya” and select “Continue” as shown below.



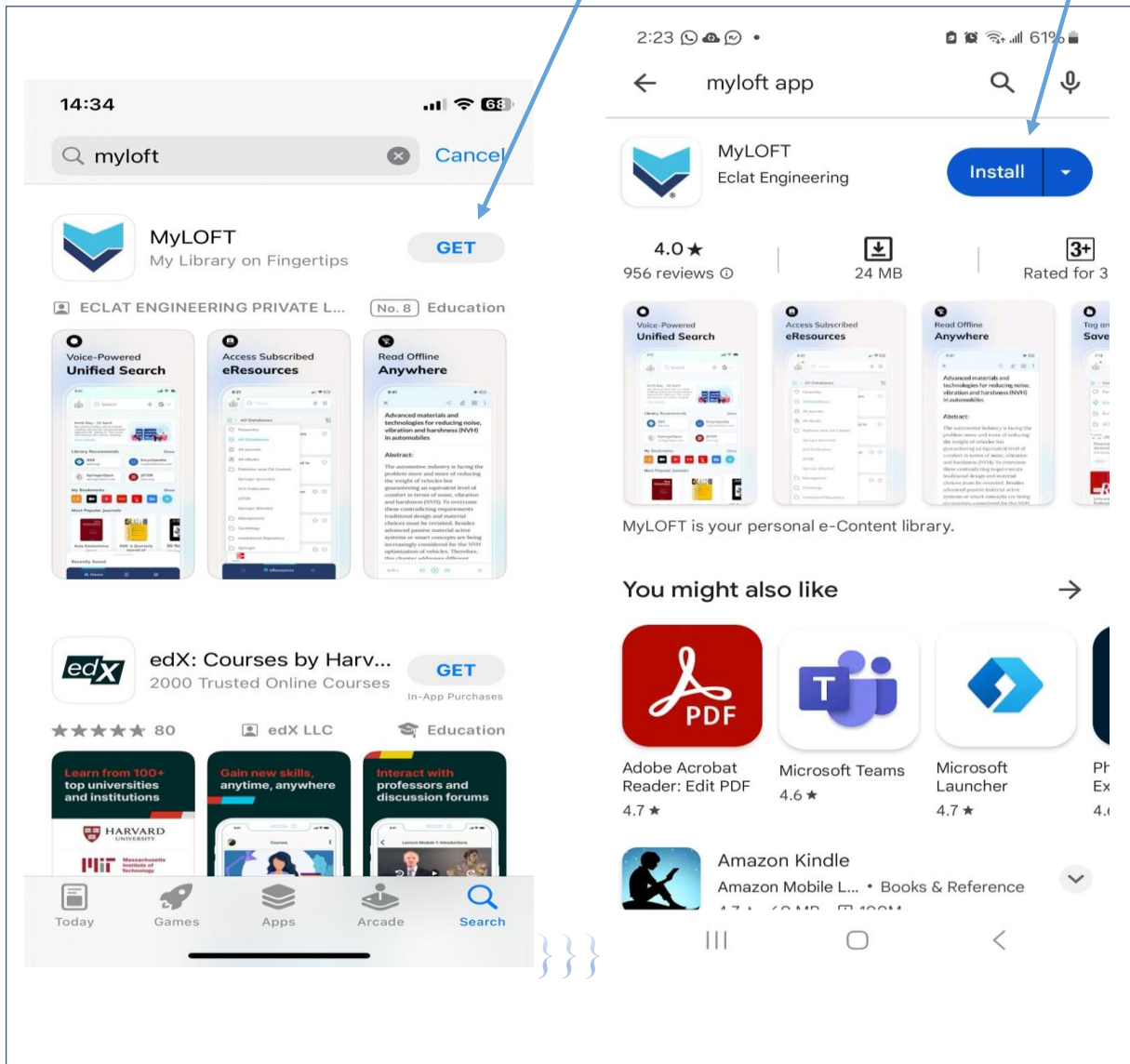
Step 5: After clicking “continue”, a new window opens, if you already registered to use MyLOFT, you will have to input your student email, for this case we shall use: 2001305@students.kcau.ac.ke and click “**Continue**”. Input your password and then click “**sign in**” and if this is the first time using MyLOFT, you will have to “**Sign up**” Key in your details and submit. The library team will receive your request and approve it.

NOTE: Always use your institutional email. We do not approve requests sent using personal emails.

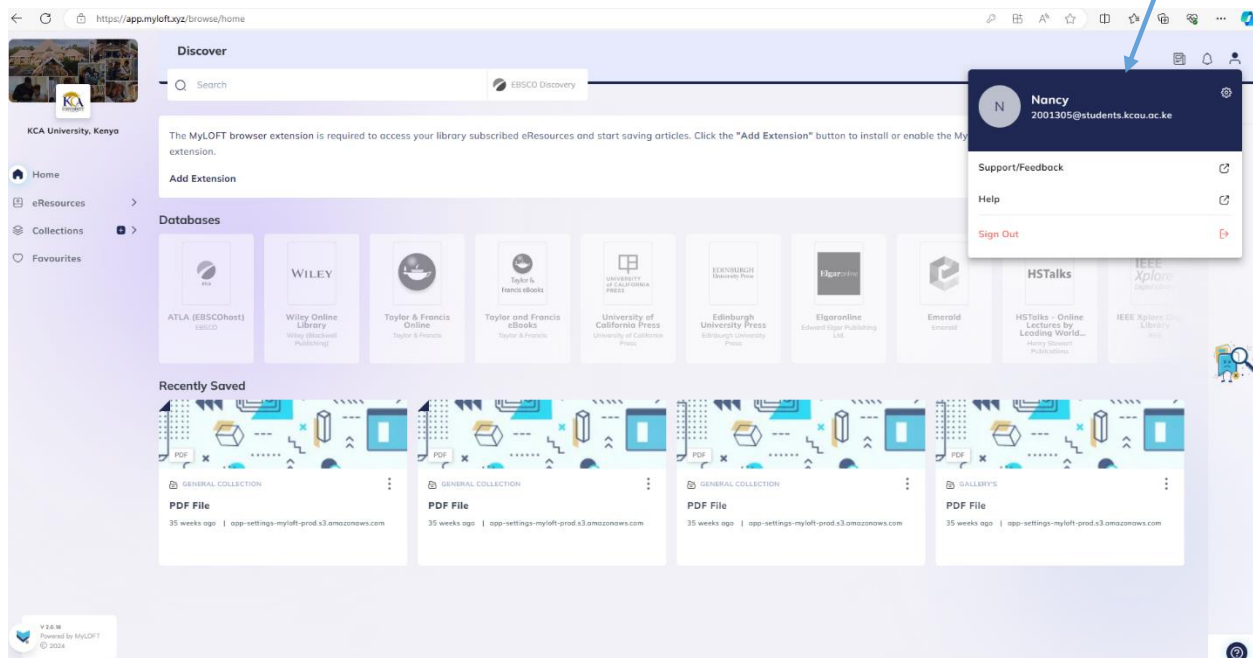
The screenshot displays the MyLOFT login interface. At the top, the MyLOFT logo is visible. Below it, the KCA University logo and name are shown. The login form includes a dropdown menu for 'KCA University, Kenya', an email input field containing '2001305@students.kcau.ac.ke', and a password input field with masked characters. A 'Sign In' button is positioned below the password field, with a 'Forgot Password?' link underneath it. At the bottom of the form, there is a link that reads 'New to MyLOFT? Sign Up'. A blue arrow originates from the 'Sign In' button and points towards the 'Sign Up' link. The footer of the page contains the copyright notice: 'Copyright © 2024 Eclat Engineering Pvt. Ltd. All Rights Reserved.'

b. Accessing resources

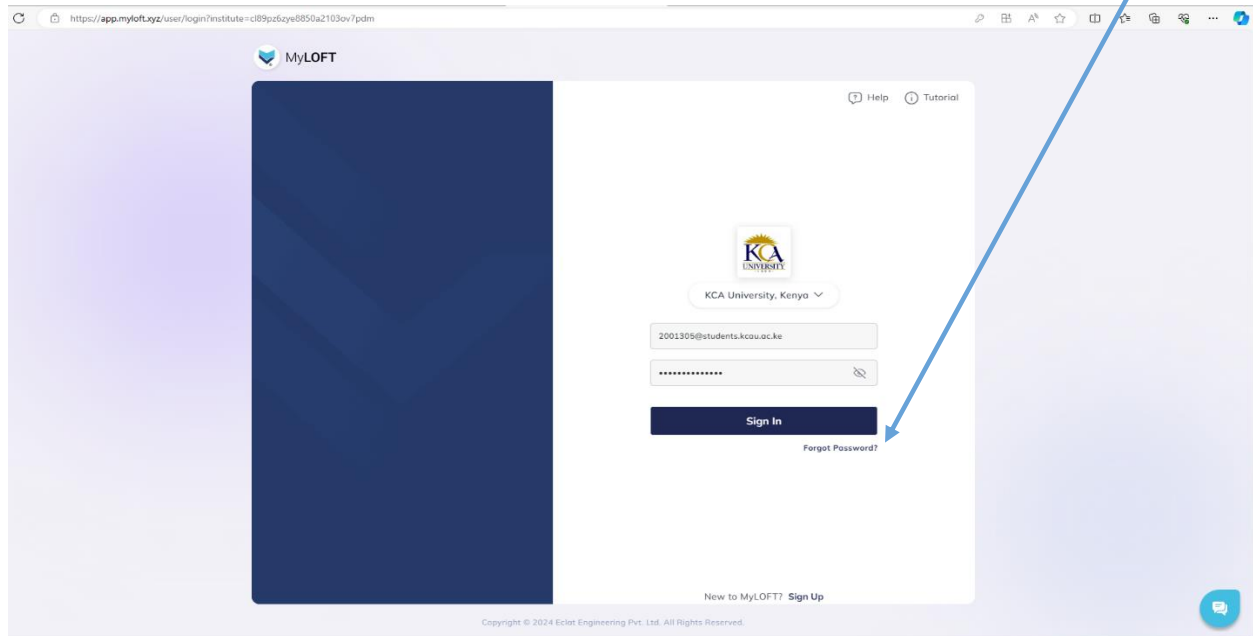
MyLOFT can be accessed through the browser directly (web based) or using your phone (Mobile based), you will need to download the app. You can get MyLOFT from **play store** for android, (android 9 and above) or Apple **app store** for iPhone (iOS 12 and above) just search, install then open once installed.



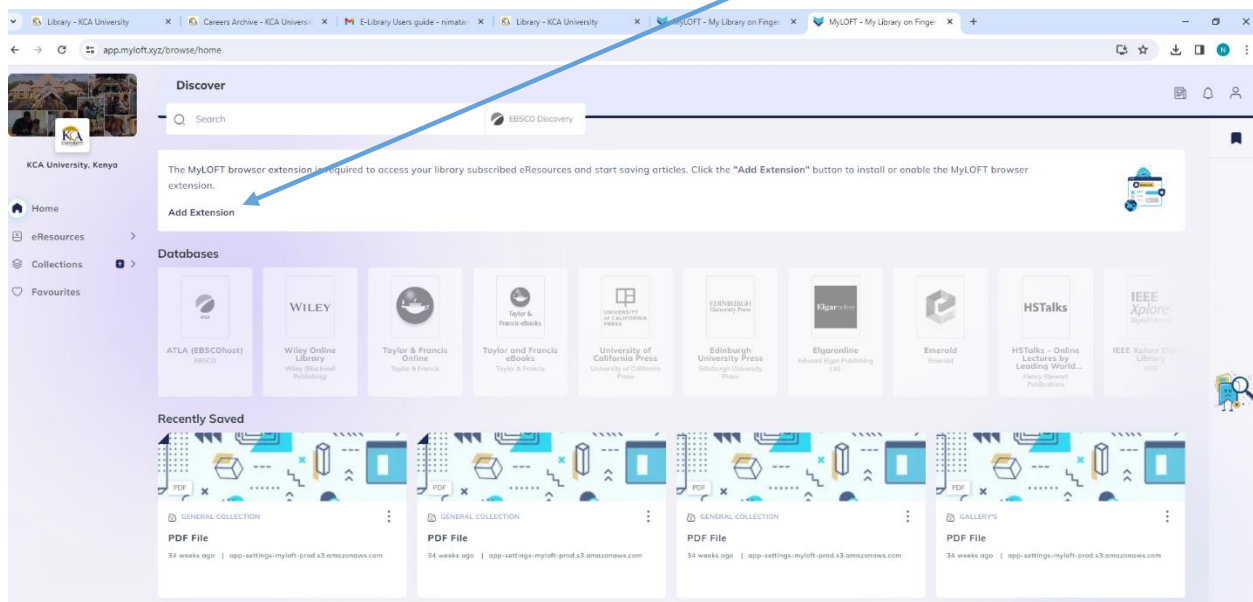
Step 1: If you successfully login, your page should look like the image below with your name displaying as shown:



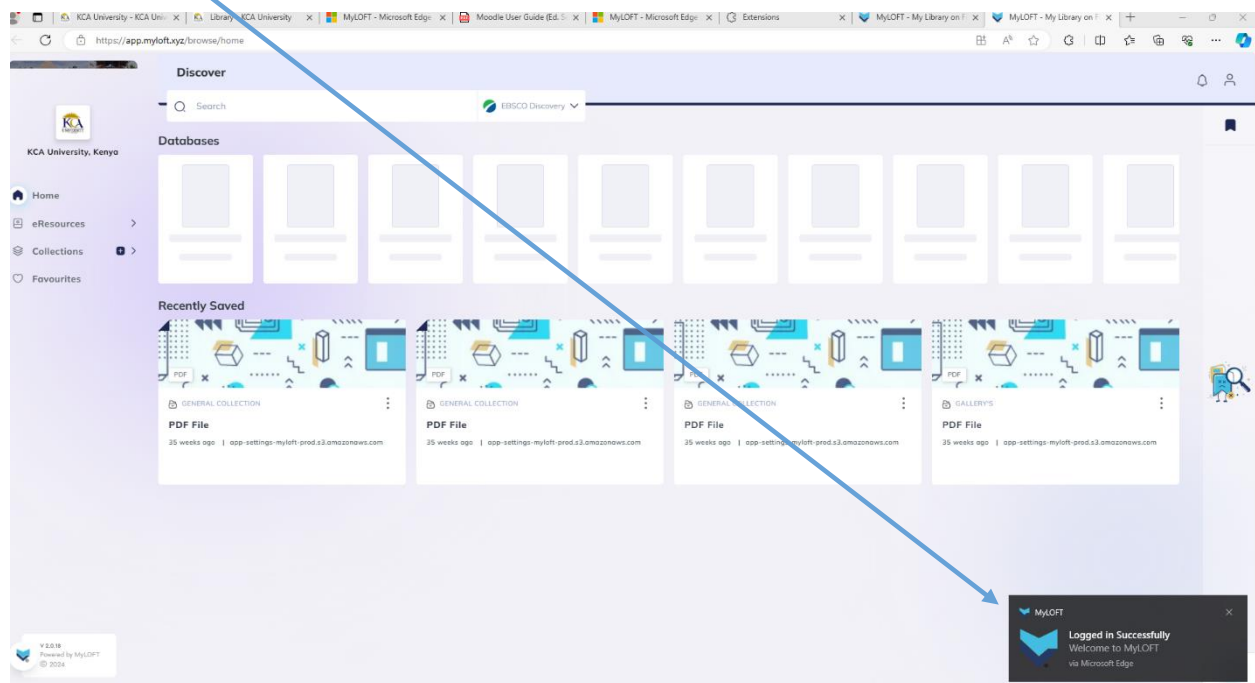
Step 2: If you fail to successfully login, having entered your username and password correctly (and your request approved by the library to access MyLOFT), please click on Forgotten your username or password? link as shown below and follow provided procedure to reset your password.



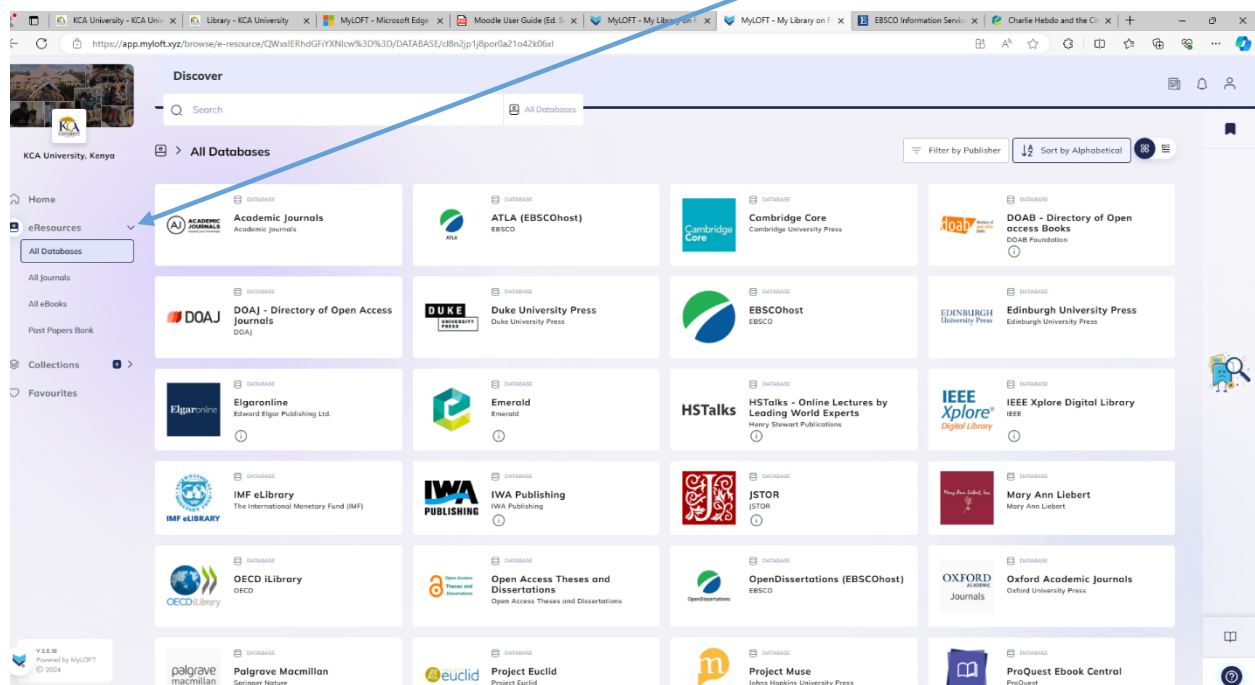
Step 3: To access resources on MyLOFT, you will need to “Add Extension”. Click the button as shown then click “add to chrome”



Step 4: after you have successfully added extension, you will get a confirmation message “Logged in Successfully” as shown



Step 5: To access subscribed resources, go to the main menu, E-Resources, select all databases and they will be displayed as shown below.



Choose one database at a time to access resources. In the matter you require additional login, remember to use your institutional email (student email) to log in.

Important Notes

- In case you experience challenges logging in kindly send an email to library@kcau.ac.ke indicate your challenge or rather share a **screenshot** with the error message.
- Always use your **student email** to avoid inconveniences
- You can access the library off campus at your convenience using **MyLOFT**.