Accessing Your Library
Step-by-Step
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Setting up your CPCC Login and Password for first time

Knowing your CPCC Login is essential to access many of the services available to CPCC students. In order to access the Internet from any computer on campus, you will need to know your CPCC Login and Password. You will also need to know this information to access some of the library services (such as GED prep resources on Learning Express Library) online. In order to request any book from a CPCC library, you will be asked to enter your CPCC Login. If you do not know your CPCC Login yet, or have not yet established a password, follow the step-by-step instructions provided below.

| Step 1: To create or look up your CPCC Login from any computer on campus, start by pressing the following three keys on your computer keyboard at the same time: |
| Ctrl + Alt + Delete |
| This will take you to a login screen. |

| Step 2: In both the login and password boxes, enter:  cpcclogin |

| Step 3: Select Create CPCC Login as highlighted in the box below. (If you just need to look up a CPCC Login that has already been established, select Lookup CPCC Login.) |
Step 4:
On this screen, enter the information requested in the boxes as shown below:
- Enter Student ID # in first box and the second box. (This number is located on your CPCC ID card.)
- Enter your birth date in the third box in the format as indicated.
- Next, enter the letters or numbers of the security image exactly as shown in the text box.
- Select “Continue” when you have entered this information.

Note: If you do not know your Student ID #, select I don’t know my Student ID and you will be prompted to enter your social security number and birthday.

Fill in your Student ID twice and then your birthday.

Read the text in the security image. Type this text in the box as shown.
Press “Continue” when you are done.

Step 5:
Read the Terms and Conditions displayed on the screen. To agree, click the “I Agree” button at the bottom of the page.

Scroll down and select “I Agree” at the bottom of the page when ready.
**Step 6:** On this screen you will create your password. Note that your password must meet the conditions listed. Select “Submit” when you have completed these steps. (You may want to write down your new password for future reference.)

- Enter new password here.
- Retype your new password here.
- Click “Submit.”

**Step 7:** Here you will set your Secret Questions and Answers. (These will allow you to reset your password online. Also, if you forget your password you will be prompted to answer these questions that you have previously set.)

- Select a question from the drop down box.
- Type in the answer to your question twice.
- Select two other questions.
- Fill in the answers and click “Submit.”
Step 8: Here you will see a confirmation that your account has been created. This screen should include your CPCC username. **You may want to write this username down.** When you are finished, click “Done” at the top left corner of the screen.

*(Note: When new accounts are created it may take up to 15 – 20 minutes before you will be able to log into a computer.)*

![Image](image1.png)

Your username will be shown here.

Click “Done” when finished.

Step 9: If you recall from Step 2, you logged into the computer using **cpcclogin** as your user name and password.

- At this point, you need to Log Off the computer.
- Try logging back into the computer using your newly created CPCC Login and Password. *(It may take a few minutes for your information to be processed before you will be able to log in for the first time.)*
What to do if you forgot your Password

If you have forgotten your CPCC password, there is no need to worry! With these few simple steps, you will have the opportunity to reset your password online and be on your way to accessing the information you’re looking for.

**Step 1:** To log on to a campus computer to reset your password, start by pressing the following three keys on your computer keyboard at the same time:

Ctrl + Alt + Delete

This will take you to a login screen.

**Step 2:** In both the login and password boxes, enter: cpcclogin

**Step 3:** Select Forgot Password, as highlighted in the box below.

![CPCC Login Screen](image)

**Step 4:** Enter your CPCC username as shown below.

![Enter CPCC Login Username](image)
**Step 5:** Enter the answers for the two of your secret questions. You will need to confirm each answer by typing it again in the “Confirm Answer” box. Then select a new password and type this again in the “Confirm Password” box.

Type in the answers for two of your secret questions twice.

Type in your new password twice.

Select “Submit.”

**Step 6:** Check the confirmation page to verify your password change was successful.

Make sure the password change was successful.

**Step 7:** If you recall from Step 2, you logged into the computer using cpcclogin as your user name and password.

- At this point, you need to Log Off the computer.
- Try logging back into the computer using your CPCC username and newly created password.
Accessing and navigating the library’s online catalog

In order to see what books and materials are available to you throughout all CPCC campus libraries, you will need to access the CPCC Libraries online catalog. By accessing the catalog, not only can you find the materials which will best meet your needs, but you can also request these items to be sent to your nearest campus library for convenient pickup.

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>Login into the computer using your CPCC Login and Password.</th>
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<tbody>
<tr>
<td>Step 2:</td>
<td>Double click on the Internet Explorer.</td>
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Double click on Internet Explorer.
Step 3: On the CPCC Homepage, select “Services for Students” and then move your mouse over to the right, slide upwards and select “Library”.

(If working from off campus, you would need to enter the web address for CPCC:  [http://www.cpcc.edu](http://www.cpcc.edu).)

![CPCC Homepage Screenshot]

Step 4: Here you will see the CPCC Libraries homepage. To access the library’s online catalog of books and other materials available for checkout, select “Library Catalog.”

![CPCC Libraries Homepage Screenshot]

Select “Library Catalog” to access the online catalog.
Step 5: Type in the topic you are searching for here. Here you will see the CPCC Library Catalog page. This is where you will type in your topic to see what is available throughout all of the CPCC campus libraries. For example, if you are searching for GED books, you may begin by typing in GED in the search box.

If you don’t know exactly what book you are searching for, perform a keyword search, which will pull up any books the libraries have related to your subject.

Step 6: If you have a particular title or author in mind, you make your selection here by clicking on the dropdown box and clicking on your choice.

If you know the title or author you would like to search, click on the dropdown box and select one of the options.

Step 7: If you would like the catalog to search for all types of items (books, electronic books, or videos) in any/all of the CPCC libraries, select the search button at this time. If you see a title you would like to borrow, but it is at another campus, you may request this item to be sent to your nearest campus. (This will be shown in Steps 12 – 13 below.) To limit your search to a particular library or item type, follow the steps shown below.
**Step 8:**

To limit your search to particular library, click on the dropdown box for “library” and select the library of your choice.

To limit your search to a particular library, click on the dropdown box and select your preferred library.

**Step 9:**

If you wish to limit your search to a particular type of item (i.e., books, videos, etc.), click on the dropdown box under “item type” and select the item type you desire.

To limit your search to a particular type of item, click on the dropdown box and select your preferred item type.
Step 10: By conducting a basic search of GED resources and looking for materials in any library and of any type, the following search results were presented.

Take a closer look at the results to better understand the materials available and how to find them on a shelf or whether you need to request an item.

Three different types of materials are shown here:

- *electronic resource* - available on computer
- *reference book* – use in library only
- *circulating DVD* – for checkout

*Further down on the list (but not shown here) are books available for checkout*
Step 11: Note the location and availability of the materials. If you see an item available at your campus branch, take note of the call number which will help you locate the item on the shelves.

If the item you wish to view or check out is not available at your preferred branch or is currently checked out by someone else, you may request this item if a “Request Item” box is shown by that item. (Instructions for requesting items will be illustrated in Step 12.)
**Step 12:** To request an item, select the “Request Item” box next to the item and follow the steps as shown below. Begin by typing in your CPCC Login all in uppercase.

**Step 13:** Select your pickup library. The default library for pickup is the Central Campus Library. If you would like your item sent to a different campus branch, click on the dropdown box and select the campus of your choice.

Click on “Request Item” when you are ready to submit your quest. You will be notified via your campus email when the item is ready for pickup. If the item is not currently checked out, it will typically arrive within 2-3 days.
Accessing GED preparation materials using Learning Express Library

As a registered student at CPCC, you have access to many online library resources and databases to which the library subscribes. One resource which many adult learners find useful is the Learning Express Library.

This resource offers practice tests, exercises, skill building courses, and information for students and adult learners. It includes preparation materials for the CLEP, GED, SAT, ACT, US Citizenship and licensing for various careers. Basic skills in math and English are also a focus of this important resource.

**Step 1:** From any campus computer, login using your CPCC username and password.

*Note: If working from off campus, enter [http://www.cpcc.edu](http://www.cpcc.edu) in your web browser.*

**Step 2:** Double click on the Internet Explorer icon.

![Double click on Internet Explorer](image)
Step 3: On the CPCC Homepage, select “Services for Students” and then move your mouse over to the right, slide upwards and select “Library”.

Step 4: Here you will see the CPCC Libraries homepage. To access Learning Express Library, select “Research Databases.”
Step 5: On this page you will see listings of several research databases (which are all available for your use – both on and off campus.) Under Popular Databases, scroll down and select “Learning Express Library.” (Note: If you are working off campus, you will be prompted to enter your CPCC username and password.)

Step 6: In the left hand column you will see several learning centers. Select a learning center of interest. For this example, GED Preparation has been selected.
Step 7: On this page you will find all the practice, preparation, and information you need to prepare for your GED. To see the tests and courses are available, click on one of the blue boxes. For this example we will select “GED Practice Exams.”

Click on a blue box to see what is available under each category.

Step 8: The window will expand to show you all that is available for this category. If you see an option you would like to try click on the + sign to the left of the item. For this example, GED Mathematics Practice Exams will be selected.

(Note: If you would like to see what is available in another category, simply click on a different blue box.)

Click on the + to try a practice exam.
**Step 9:** Select the “Login to add” to access any item.

**Step 10:** On your first visit to Learning Express Library, you will need to register as a New User. (On later visits you will login as a Returning User). Select “Register.”
Step 11:
In this box, enter a username and password. Verify your password by typing it again. *(Note: It is recommended that you use the same username and password as your CPCC username and password.)*

Step 12:
Here you will see confirmation of your username and password. Write this information down for future reference. Select “Continue.”

Step 13:
If you are ready to begin the practice test, select “Start This Test Now.” If you wish to return another time to take this practice test, you can Logout at any time. *(Note: You will have the option to stop this practice test at any time and return later.)*
Step 14: Here you will see an instruction page. Select “Start” at the bottom of the page when you are ready to begin.

**Welcome to Your Test Instructions Page!**
Before you begin your test, it’s very important to take a few minutes to review these instructions to be sure you get the most from your online testing experience. Below you will find information about your specific test, followed by a set of general instructions on how to take your test online.

**GED Mathematics Practice Exam 1**

**Test Instructions:**

**Time:** 90 minutes—50 questions

The GED Mathematics Practice Exam presents 50 multiple-choice questions that measure your general mathematics skills and problem-solving ability. The questions are based on short readings that often include a graph, a chart, or a figure. On the official GED, 40 questions are multiple choice and 10 of the 50 questions are in grid format—questions that require you to either plot your answers on a standard grid or plot points on a coordinate graph.

This test is in two parts. Each part is 45 minutes long and is separately timed. On Part I you can use a calculator (on the official GED you will be required to use the Casio fx-260 Solar calculator), and on Part II you cannot. Work carefully, but do not spend too much time on any one question. Be sure you answer every question. You will not be penalized for incorrect answers.

Some questions contain more information than you will need to solve the problem. Other questions do not give enough information to solve the problem. If the question does not give enough information to solve the problem, the correct answer choice is "Not enough information is given."

Choose the **one best answer** to each question.

For more instructions on using and taking this test online, please click the blue "Instructions" button found on the top of the screen within your exam.

Start
Step 15: Note the layout of the page and the options in the upper panel of the screen. You can select “Finish Later” if you need to come back later to complete the practice exam. When you have completed the test, select “Score My Test” to see your results. Logout of Learning Express Library when you have finished your session.

Note: You may retake any practice exam as many times as you wish by following the same process as illustrated above.

If you need to return later, select “Finish Later.”
When finished, select “Score My Test” to see how you did.

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LearningExpress GED Mathematics Practice Exam 1

Instructions Questions Finish Later Score My Test

INSTRUCTIONS:

Part I

Time: 45 minutes
Questions: 1-25

In Part I of this practice test, you must answer the following 25 questions. You may use your calculator on these first 25 questions ONLY. Click here for the Math Formulas Guide of important formulas and conversions.

1. A photograph is 5 in. wide and 8 in. long. It is enlarged so that its new length is 20 in. long. Which proportion can be used to find how many inches long the width of the enlarged photograph is?
   - A. \( \frac{5}{x} = \frac{20}{8} \)
   - B. \( \frac{5}{20} = \frac{x}{8} \)
   - C. \( \frac{8}{2} = \frac{20}{x} \)
   - D. \( \frac{20}{8} = \frac{5}{x} \)
   - E. \( \frac{8}{20} = \frac{x}{5} \)

[Skip this question for now.]

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Accessing librarian tested web sites
Information about jobs and careers, financial aid, education, and more!

CPCC librarians have carefully screened and selected valuable web sites to provide you with information about jobs and careers, financial aid, education, and much more! Follow these few simple steps to access these links.

**Step 1:** From any campus computer, login using your CPCC username and password.
(Note: If working from off campus, enter http://www.cpcc.edu in your web browser to access the CPCC homepage.)

**Step 2:** Double click on the Internet Explorer.

Double click on Internet Explorer.
**Step 3:** On the CPCC Homepage, select “Services for Students” and then move your mouse over to the right, slide upwards and select “Library”.

**Step 4:** To access librarian tested web sites, begin by selecting “Research Tools.”
**Step 5:** Under the Guides column, select “Recommended Websites.”

**Step 6:** Note the recommended websites. Click directly on any link which interests you. You may also scroll down the page to browse the links.