# User Guideline for TUMS New Remote Access System to Electronic Scientific Sources and Journals

1. How to Use the System

This section lays out the steps on how to use the new system to remotely connect to TUMS's resources and electronic scientific journals.

1.1. In order to connect to the university's cyberspace and use electronic resources, double click on file **vcampus.pbk** which was sent to you.

Then, as shown in the following figure, click **Connect**:
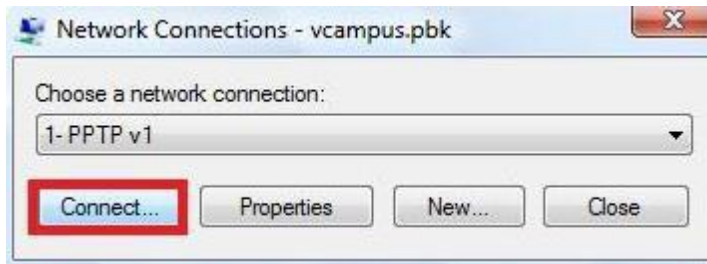
A window, as shown in the following figure, will appear:

1.2 Enter your **Off-campus username and password** in the specified fields.

In case you wish NOT to re-enter your username and password again, check the box next to **save this user name and …**.

NB 1: If the computer you are working on is not your personal computer or does not belong to you, saving your username and password is NOT recommended.

By following the steps above, you will be able to remotely access the electronic resources of the university.

NB 2: If you connect to this system, you will only be able to use electronic scientific sources of the university, and your access to the entire external Internet network will be disconnected.

1.3 When you are done, double click on **vcampus.pbk** file again and, as shown in the figure below, click **Hang Up**:
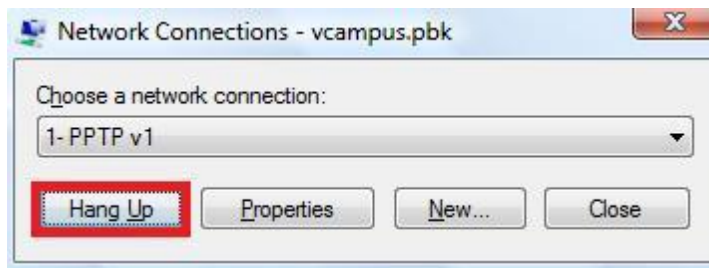
2. How to Change User Information

This section will provide you with the necessary steps on how to change *modifiable* your user information.

Firstly, go to http://vcampus.tums.ac.ir/user and fill in the specified fields with your username and password. Then click **Log in**.

By doing so, you will access your personal user space.

2.1 How to Change Personal Information

In **Settings**, you can add or change certain personal user information such as name, email address and password. Apply the changes by clicking on **Save**.
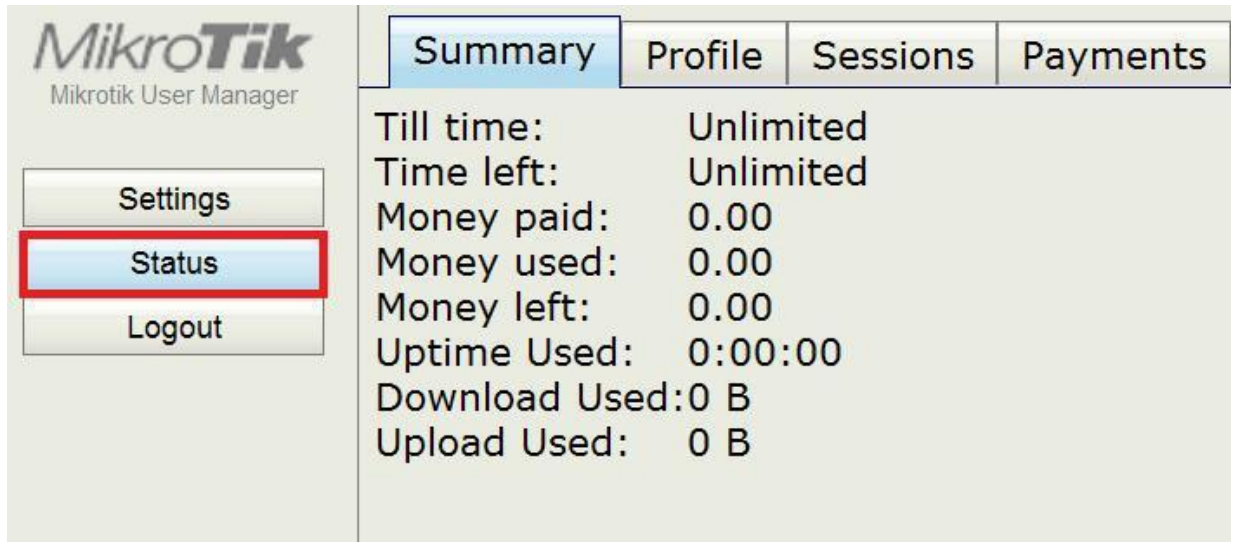

NB 3: For quicker and more efficient user services, it is strongly recommended that you fill in the fields labeled **First name**, **Last name**, **Phone** and **Email**.

2.2 How to Monitor Usage Status:

By clicking on **Status**, you can monitor information such as the download volume of your account.
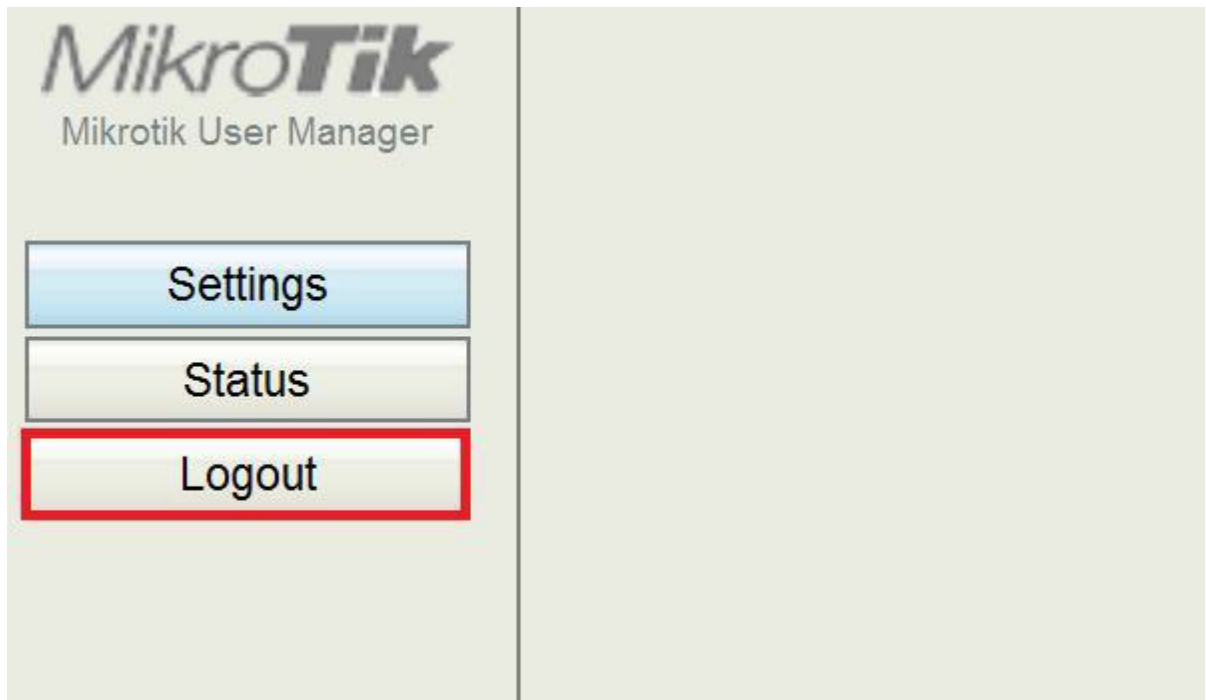

2.3 Exit:

By clicking on **Logout**, you can exit from your account.