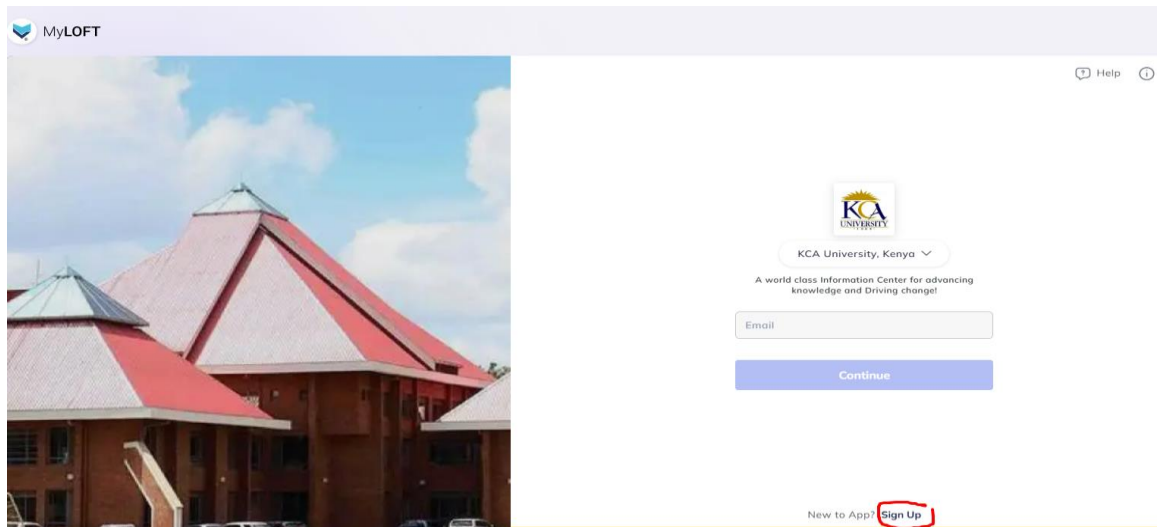


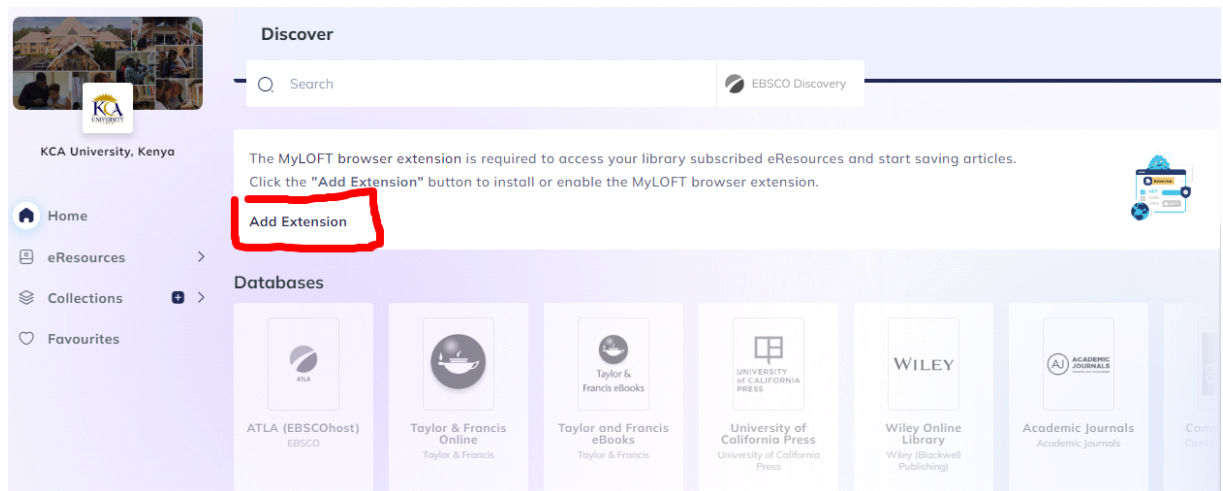
MYLOFT (My Library On Finger Tips) User Guide.

- Download the MYLOFT app from google play store/iPhone app store and install it on your phone. Take note that it works on **Android 10** and above; and **iPhone 13** and above.
- If you do not have an account, click on the “**Sign-up**” link at the bottom of the page to register or send a request to library@kcau.ac.ke. Take note that registration requires a valid **student e-mail**. Any account requested with a personal e-mail will be **rejected**.

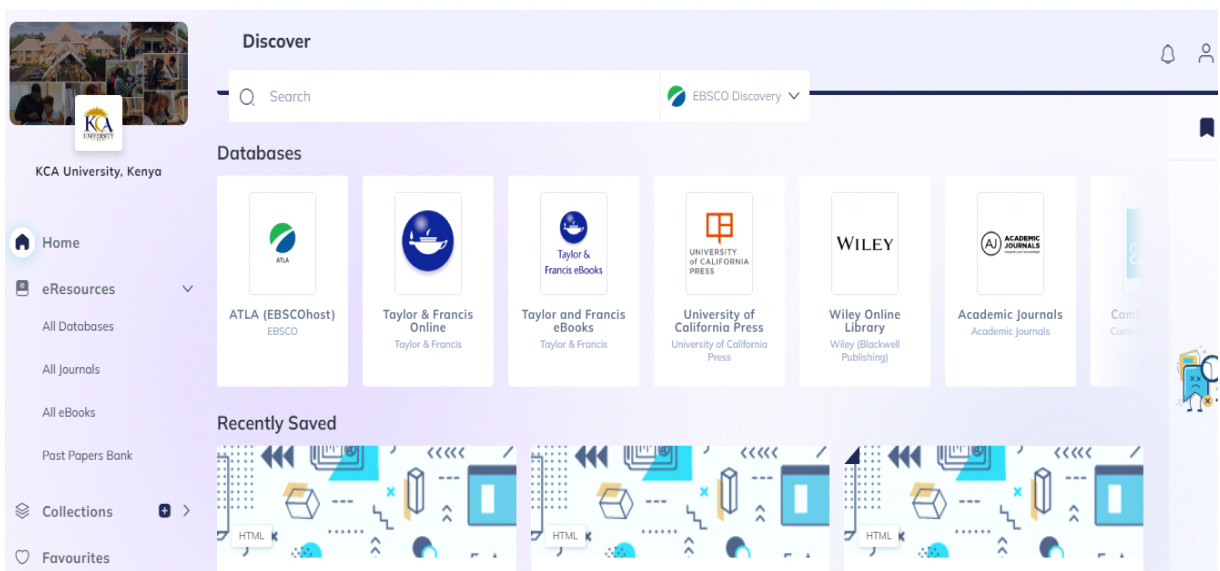
A screenshot of the MyLOFT app's registration page, showing the full registration form. The top left corner shows the 'MyLOFT' logo. The main content area features a large photograph of a building with a prominent red roof. To the right of the photo, there is a registration form with the KCA University logo at the top, followed by the text 'KCA University, Kenya' and a dropdown arrow. Below this is the tagline 'A world class Information Center for advancing knowledge and Driving change!'. The form includes four input fields: 'Full name', 'Email', 'Password', and 'Confirm password', each with a red dot on the left and a clear icon on the right. Below the input fields is a checkbox, which is checked and highlighted with a red box. To the right of the checkbox is the text: 'By using MyLOFT (Powered by MyLOFT), you agree to have read, understood and accepted our [Terms of service](#), [Privacy Policy](#) and your Institute's [Usage Policy](#).' Below the checkbox is a blue 'Sign Up' button. At the bottom of the page, there is a link that says 'Already Registered? Sign In'.

Upon registration, you will receive an activation link (which requires you to set-up the account or a request to verify the email (go ahead and verify the email)).

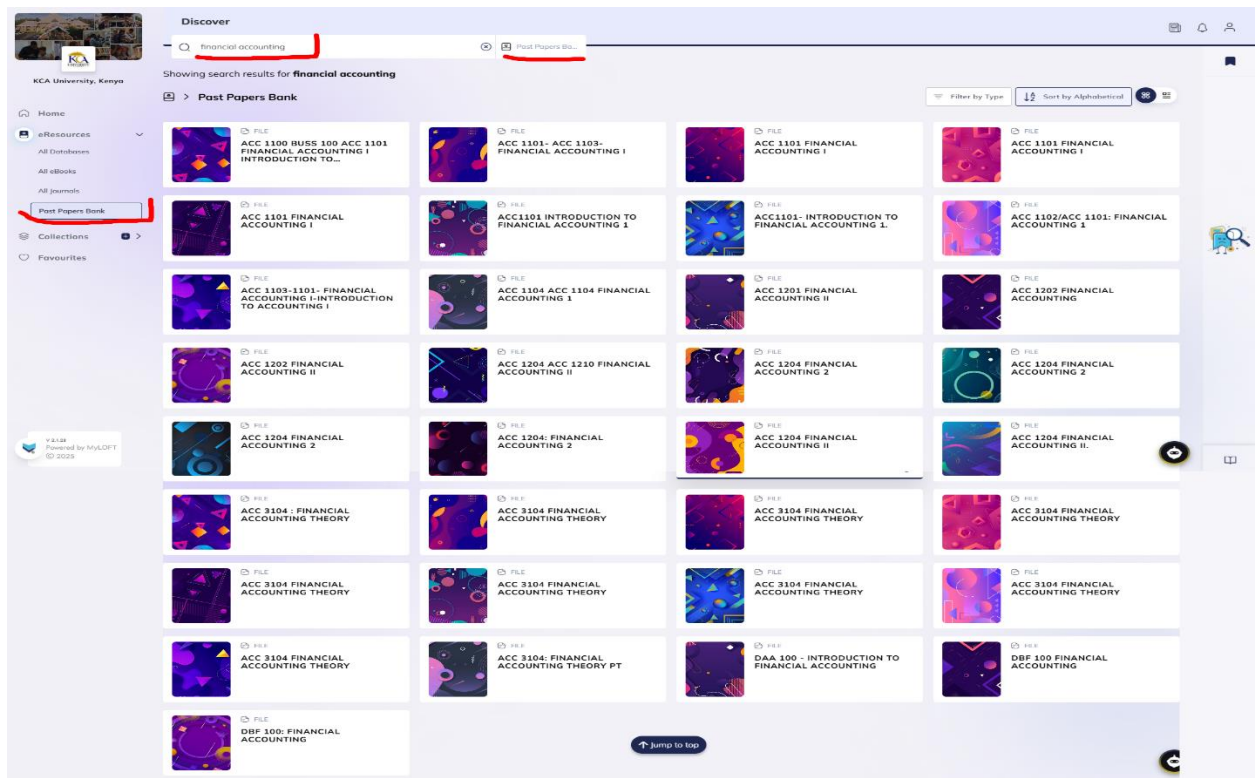
- On the mobile device, accept the request to add **VPN Config**. You will be asked to disable your **private DNS**. Go to your phone settings and do so. Adding the **VPN configurations** allows remote/off- campus access to the E-library.
- On the **Laptop/ desktop**; Use **Chrome or Microsoft Edge** as your browser. MYLOFT is designed to work with these two. The URL is <https://app.myloft.xyz/>
- After successful log-in for the first time, ensure you accept to add **MYLOFT "Add-on extension"** when prompted to do so.



- Select e-resources from the Menu listed on the top left corner of your window i.e. Home, e-resources, Collection or Favorite



- Select the content you are interested in from the Menu listed below e-resources i.e. All Databases (covers books and journals), Past exam papers Bank
- **For eBooks** select all databases and go to ProQuest Ebooks central, Taylor and Francis eBooks, DOAB (Directory of Open Access Books)
- **For Journals**, select all databases and go to any of the listed Databases to do your search. The most comprehensive in subject coverage are: JSTOR, EBSCO, Taylor and Francis, Wiley online, Sage, IEEE
- For **Past exam papers**, select **Past Papers Bank** and search. Filter your preferred unit either by unit code or unit name by using the search tool on the **top of the page**.



How to Download Items from ProQuest E-books Central

1. After successful log-in to the databases menu, click on ProQuest E-book Central
2. Type keywords or the subject on the simple search Box and click search.
3. A list of available books on that subject will be displayed with the option of downloading, reading online or viewing table of content.

4. Click the title of the e-book you wish to download and then select Full-download
5. A pop-up message will appear with options of **creating New Account** or **Signing in**.
(If you don't have one, **just register; creating an account is a simple process.**)
6. Click sign in and then confirm the device you are using e.g. (Android, iOS, Laptop desktop) and click continue.
7. Follow instructions and download **Adobe Digital Editions** (if first time), you require the software for a whole book download.
8. You have 3 access options: **(A)**. Read online, **(B)**. Download the e-book up to a maximum of 21days and which you can renew after the 21 days or **(C)**. PDF chapter Download

NB: Kindly take note that option **(8B)** above becomes necessary only when the part of the book you wish to read is not available for PDF chapter download.