Access to Kozminski University library databases from home

All students and staff at Kozminski University can benefit from special, purchased by the Library of ALK, databases containing many interesting resources (books, legislation, journals), both in Polish and other languages.

These materials are available by clicking on located on the university homepage (left menu) Link Library, and then select Directories and Databases tab. You can also go directly to this link: http://www.kozminski.edu.pl/en/students/library/research-databases/

To these valuable materials can be accessed from both the computers in the home and at school. However, in order to use them at home on time, you must use the resources properly configure your web browser.

In this manual you will find a description of this procedure for three browsers: Mozilla Firefox, Internet Explorer, Microsoft and Google Chrome.

1. Basic information

So that you can get from home to databases, you must configure the proxy in your browser. Proxy is a proxy server. In a nutshell - in this situation you will be responsible for it, to tell the database that you are entitled to their view.

We realize that part of your use of unusual browsers. We are not able to prepare the user for each of them and that is why we focused on the most famous. Configure the proxy is possible in almost any browser, so below you'll find general information that should be set to operate the service. Next you will find detailed instructions for Firefox, Internet Explorer and Chrome.

KOZMINSKI UNIVERSITY PROXY CONFIGURATION:

Proxy server address: proxy.kozminski.edu.pl
Port: 8080
Username: This is what you have before the @ in an academic e-mail address (usually no album)
Password: your password for ALK networks (such as the WU, mail, etc.).

NOTE: When using Proxy ALK in the browser, you will not have access to the Internet, but only to the library databases and pages that belong to the Kozminski University.

2. Detailed configuration of Firefox

Firefox browser, you can configure one of two ways. Configuration according to the first of these is difficult and relies on the use of an add-in to the browser, but it later using the service is very simple and intuitive. The second method is simpler and requires no allowance, however, during everyday use, it is less intuitive and convenient than the first method.

FIRST METHOD (using Addon FoxyProxy for Firefox)

For a detailed description and testing of this solution thank Mr. Nicholas Rogińskiemu, which is a PhD student at Kozminski University.

To access the databases from home using the Firefox browser, you must download the FoxyProxy add (Standard Edition). Thanks to the proxy will be automatically enabled when entering into a database, without affecting the view of other parties.

Addon can be downloaded here:

https://addons.mozilla.org/pl/firefox/addon/2464

After entering the address above please click on the button that looks like the next and allow the installation of the Firefox browser. Then please restart your browser.

Short description of the addon configuration:

1. After installing the program, enter located in the top bar of the browser Tools menu, then click on the tab of FoxyProxy Standard. This will put forward a list in which you must click on the Options box.

2. At the top of the Select Mode: Select the Proxy option according to patterns and priorities. Then you must click on to the right side of the Options button Add a new proxy.

3. After clicking on the Add New Proxy button on your screen will be the configuration window. It consists of three tabs - General, Details Proxy and URLs patterns.

4. In the General tab, please check the Enabled box is checked. If not, please select it. You can just name the konfigurowanemuproxy Proxy Name box - for example, Kozminski base.

5. In the **Proxy Details** tab should be selected **Manual configuration of proxy servers**. After selecting this option you must enter in box **server or IP address**: proxy.kozminski.edu.pl data, and in the Port field enter the **8080**

6. On the patterns of URLs to be added using the Add a new benchmark for the following values (the first entry is required, others are specific databases):

http://www.kozminski.edu.pl/pl/o-uczelni/biblioteka/bazy-danych/*

http://www.kozminski.edu.pl/en/students/library/research-databases/*

http://*.ebscohost.com/*

http://*.sciencedirect.com/*

http://*.emeraldinsight.com/*

http://*.jstor.org/*

http://*proquest.*

*://*ibuk.pl/*

The pattern you add in the following manner. After clicking on Add a new benchmark in the Name field, type whatever pattern such as 1, 2, 3, etc.., While in the field pattern in turn copy the URL address listed above. Another pattern you approve by clicking the OK button. After adding all patterns click OK in the configuration proxy settings, then close the FoxyProxy Standard addition with the Close button

If the base from which you want to use is not included above (it will not work), please prepare a model for its address in an analogous manner, and thus putting an asterisk before and after the address and add to FoxyProxy.
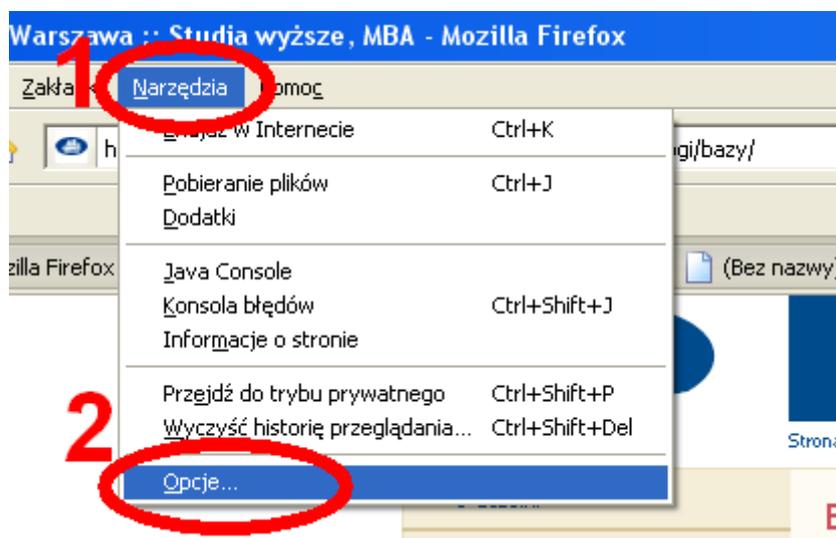
Since then every time you connect to the database at the library http://www.kozminski.edu.pl/en/students/library/research-databases/ (or after he came to it through links on the page ALK) will be asked a username and password. Then, after selecting a particular database, you can now download articles.

If you want to completely disable FoxyProxy must re-enter on the Tools menu, select it FoxyProxy Standard and select Disable FoxyProxy.
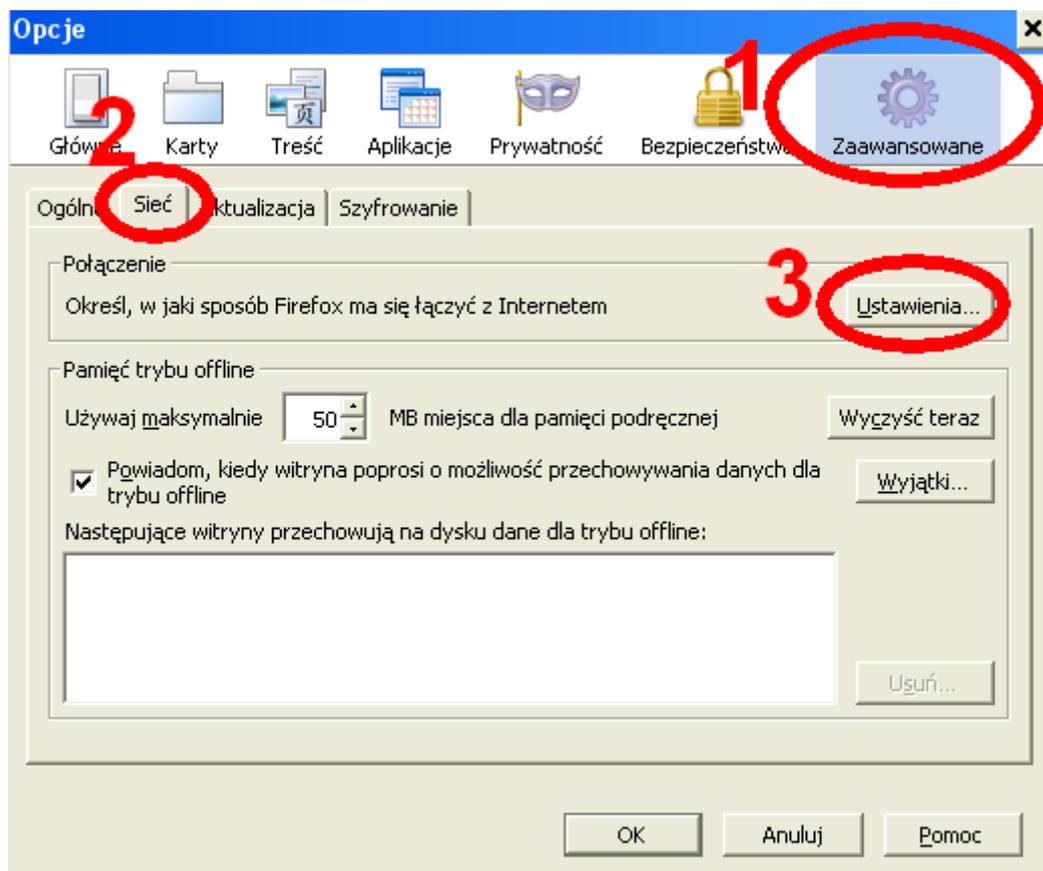
METHOD TWO (not using FIREFOX ADDON)

To access the databases from home using the Firefox browser, you must launch the browser, and then from the top bar, select Tools. This "left" menu from which to select Options ...
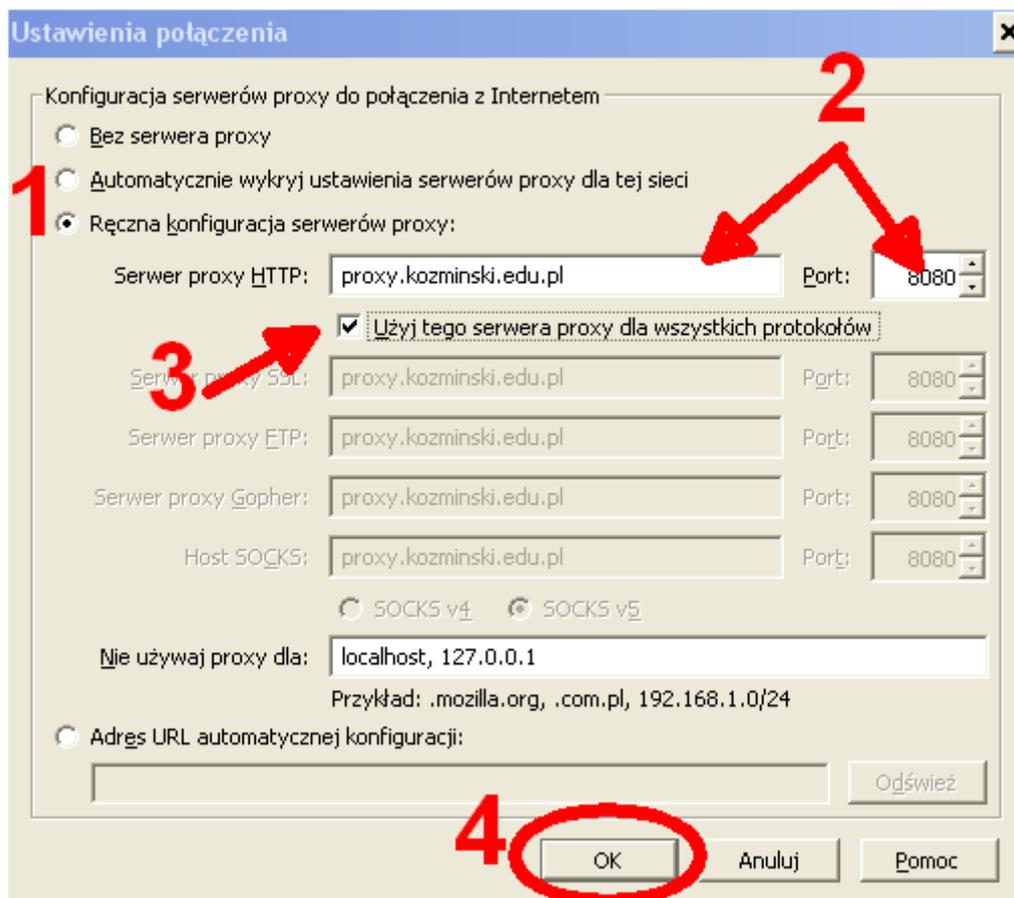

Clicking this button will "jump out" window titled Options. It should go to the Advanced tab, and in it to the Network tab. Then, choose the section entitled Connection Settings ...

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Clicking on the Settings ... brings up the Connection Settings menu screen. It should select Manual proxy configuration and enter the HTTP proxy server box: proxy.kozminski.edu.pl and in the field next to the port: the value of the 8080th At the end you must select the Use this proxy server for all protocols.
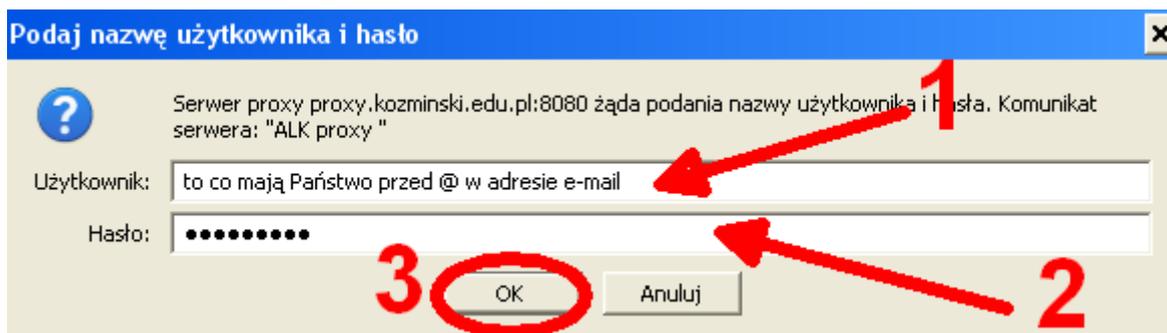
Properly configured options should look as follows:

After configuring all the options, close the Connection Settings through at the bottom of the OK button, then close the Options screen by clicking at the bottom of the OK button.

Now you need to "get" to the school network. To do this, please copy the address bar placed in the first section of this manual direct address of the library databases, namely: http://www.kozminski.edu.pl/en/students/library/research-databases/
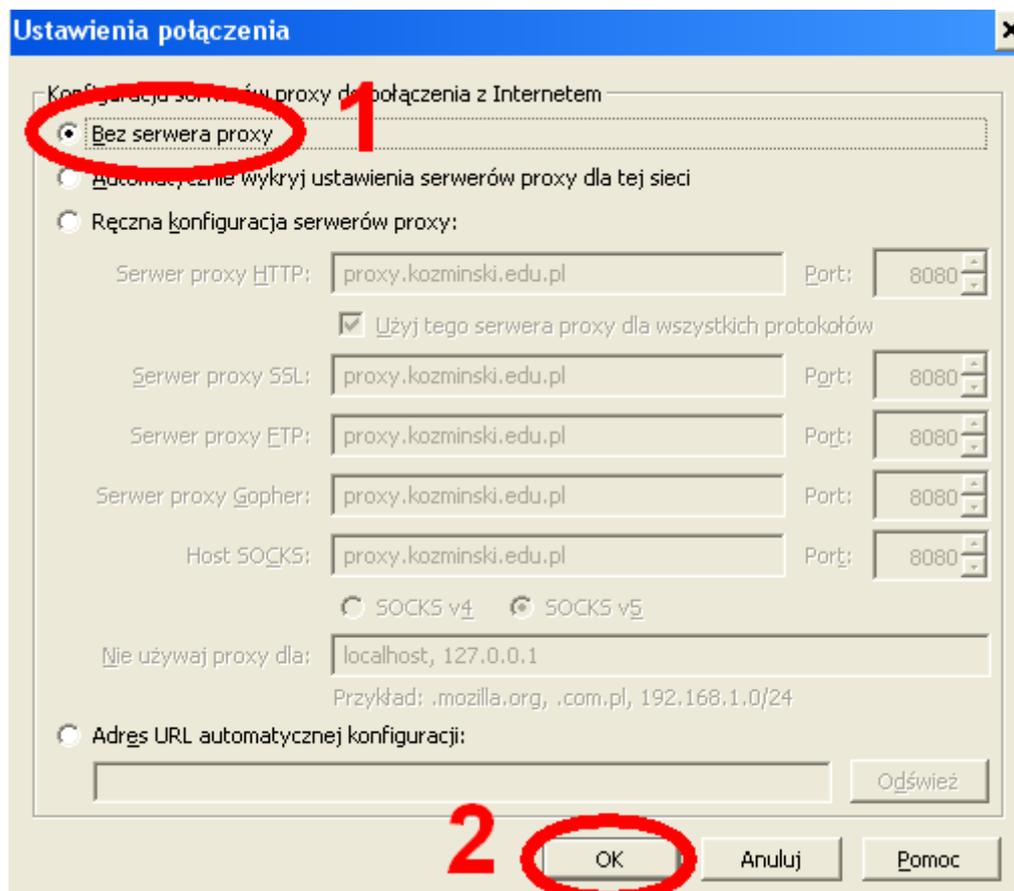
After typing in the address bar and click on the link above Enter the login window appears. You must indicate in the User field: what are the state before the @ in an e-mail, while in the field Password: your password for the services of ALK. After entering the data click on the OK button. This will launch a proxy for access to Kozminski University.

Now You can use databases.

NOTE: When using Proxy in the browser, you will not have access to the Internet, but only to the library databases and pages that belong to the Kozminski University.

To re-enable normal Internet browsing, repeat the above steps except that in the Connections Settings pane, select the option 'No proxy, and then close the configuration window by clicking on located on the bottom of the window buttons OK.
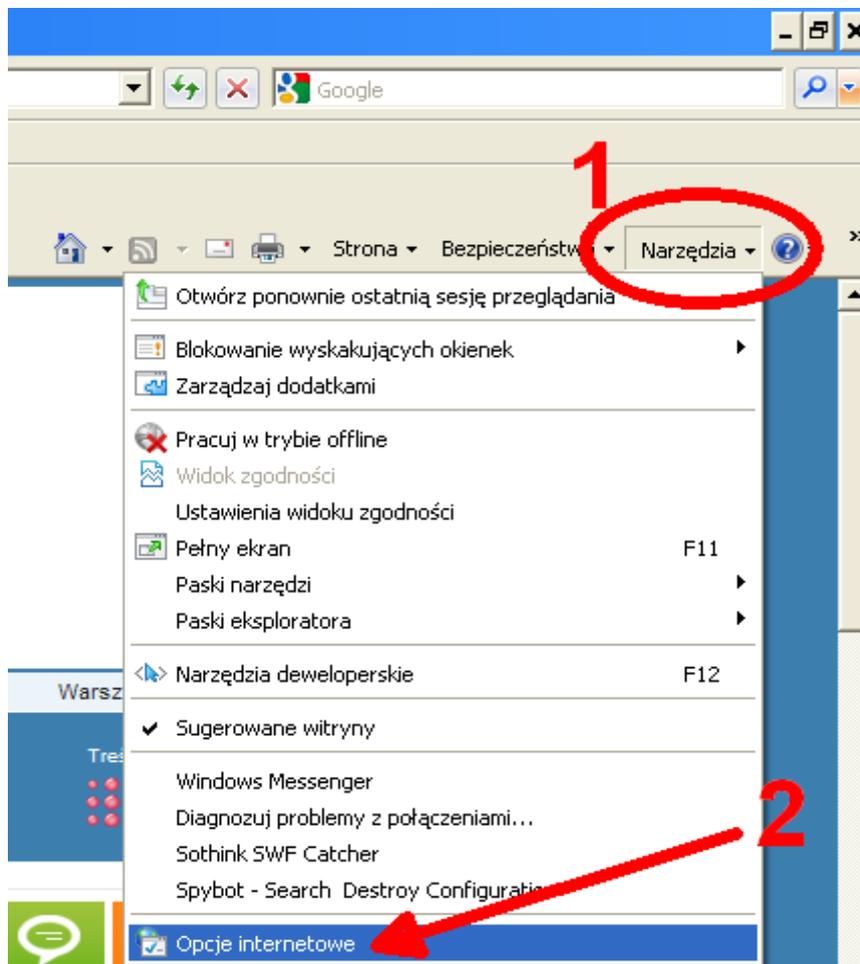

Now your Internet functioning normally again, but you no longer have access to library databases.

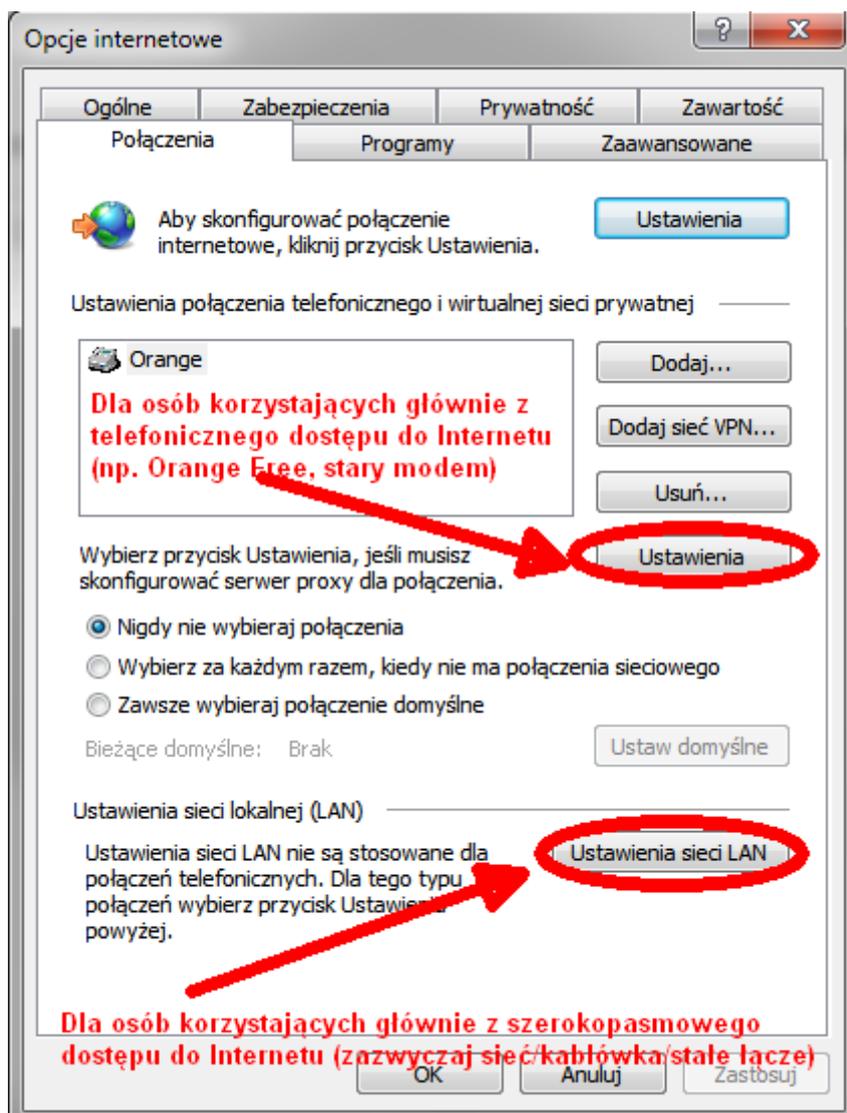## 3. Detailed configuration of Internet Explorer

To access the databases from home using Internet Explorer should be, when you start the program, select on the right side (on one of the upper beam) select Tools, then click on Internet Options.
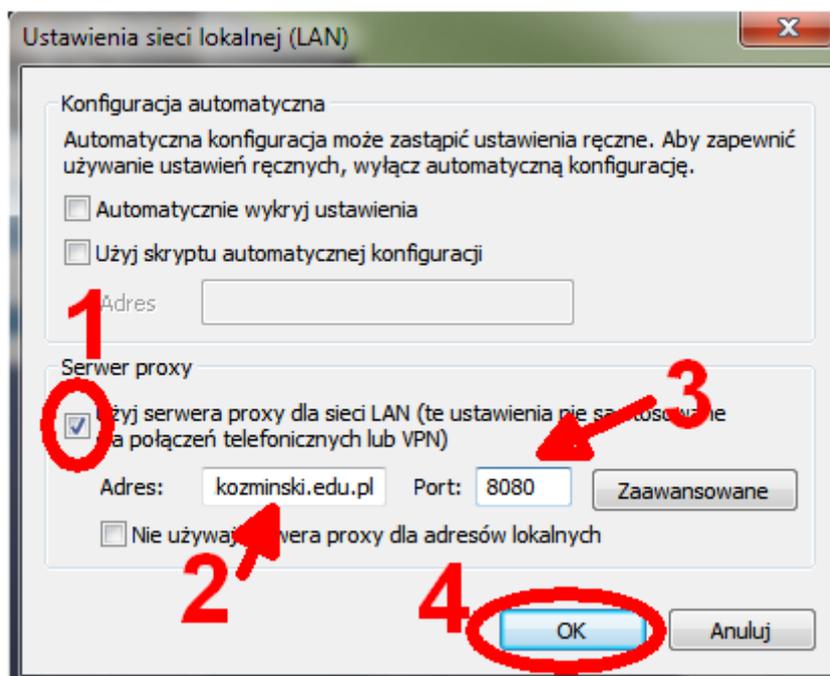

This brings up the Internet Options window. It should go to the Connections, and then depending on how you connect to the Internet to choose the right options.

If you connect using the so-called. "Permanent link", which is broadband supplied by an external operator, then you must choose at the bottom click LAN Settings. But if you use a dial-up connection (eg classical, "dialup" modem connection, or applications such as Orange Free) then you must select the link and select located on the right of the Connection Settings.
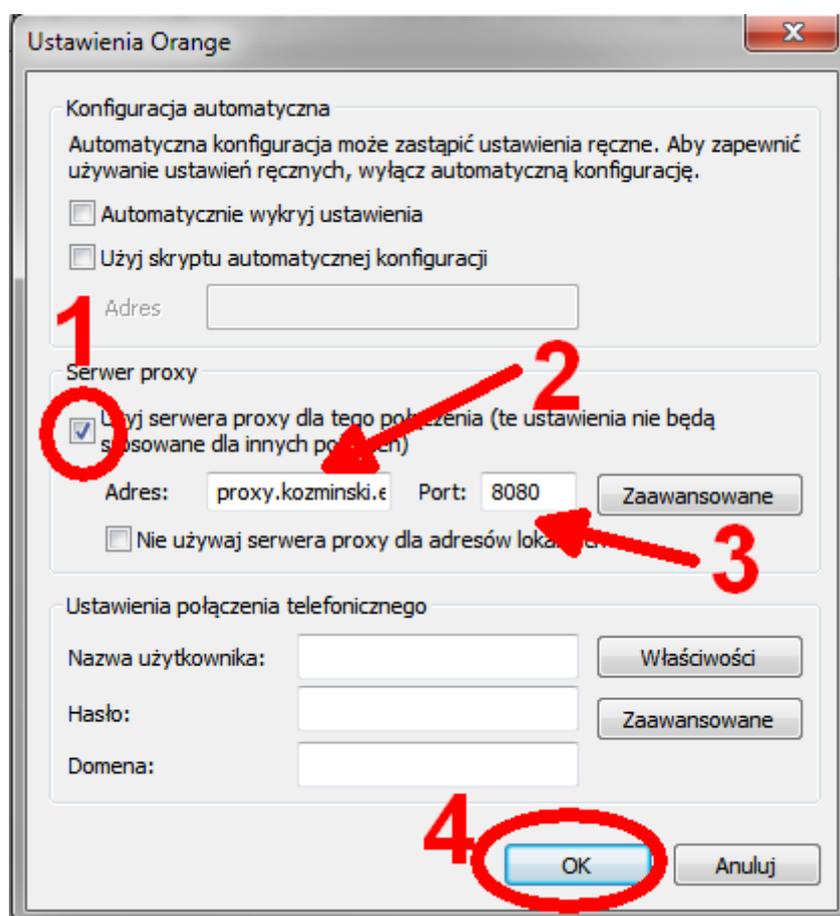
The fact that you should select the option on the right side can be identified by the fact that in the Dial-up and virtual private network are entries with names similar to the name of the package purchased by your ISP. If there are no entries, of course, select located on the bottom, the LAN Settings.

Depending on the configuration option is similar, but there are some differences. If you configure the LAN Settings, then after you click the Settings window will pop up a local area network (LAN) in which the box labeled as a proxy server to check the Use a proxy server for your LAN, then type in the address field: proxy.kozminski.edu.pl and in the field Port: 8080 After entering the data should confirm with the OK button.
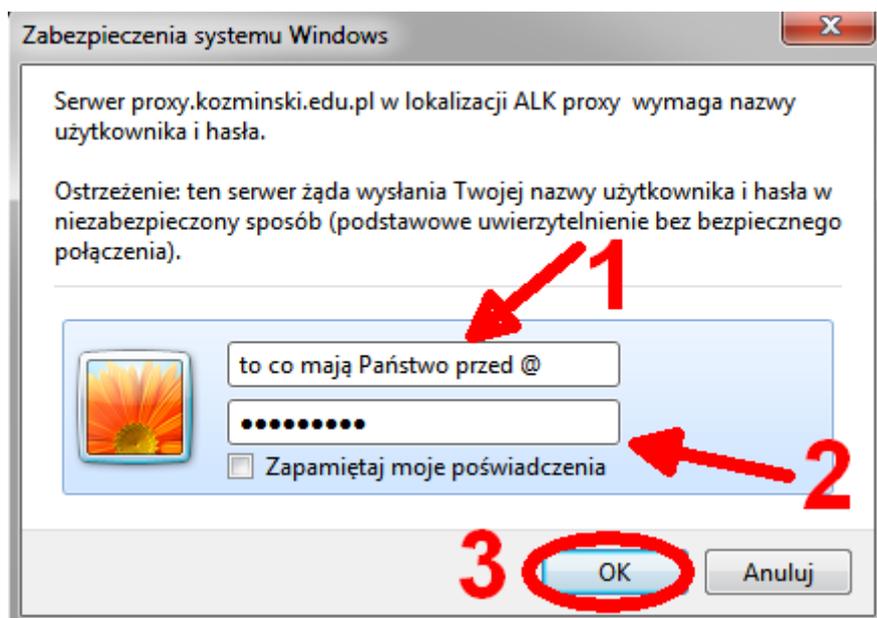
But if you will be configured at the top of the right of the Settings menu in the window that appears, you must indicate in the Proxy Server box, select Use a proxy server for this connection. Then type in the address field: proxy.kozminski.edu.pl and in the field Port: 8080 After entering the data should confirm with the OK button.

Now you need to "get" to the school network. To do this, please copy the address bar placed in the first section of this manual direct address of the library databases, namely: http://www.kozminski.edu.pl/en/students/library/research-databases/
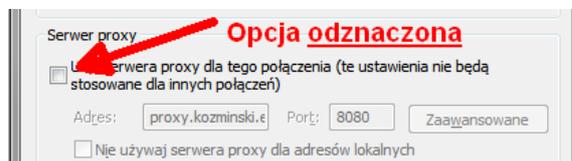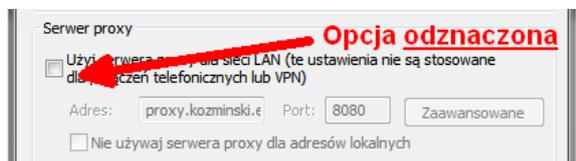
After typing in the address bar and click on the link above Enter the login window appears. You must indicate in the Username field: what are the state before the @ in an e-mail, while in the field Password: your password for the services of ALK. After entering the data click on the OK button. This will launch a proxy for access to Kozminski University.

Now You can use databases.

NOTE: When using Proxy in the browser, you will not have access to the Internet, but only to the library databases and pages that belong to the Kozminski University.

To re-enable normal Internet browsing, repeat the above steps with the fact that the Local Network Settings window (LAN) or the Settings pane, uncheck the Use a proxy server, and then close the configuration window by clicking on located on the bottom of the window buttons OK.
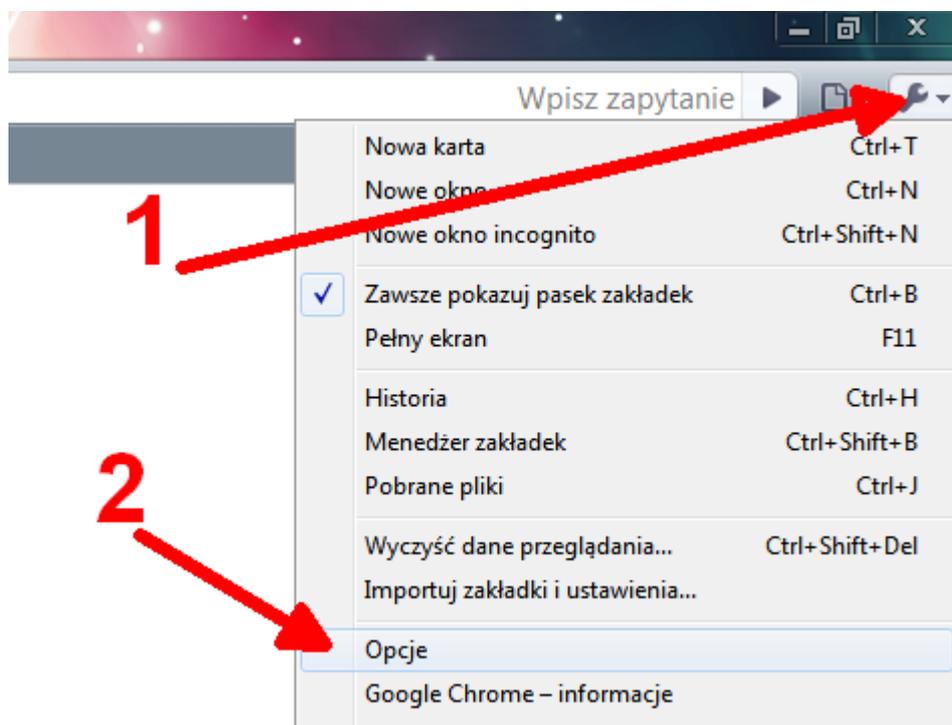

Now your Internet functioning normally again, but you no longer have access to library databases.
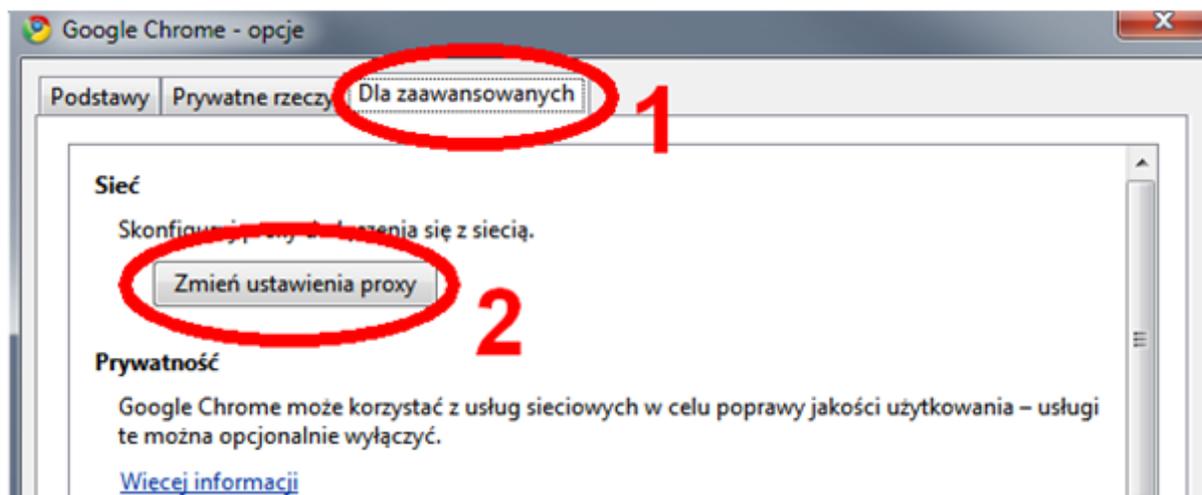
4. Detailed configuration of Chrome

To access the databases from home using Chrome, you must launch the browser, then click in the right upper corner of the browser icon key. This "left" menu where you must click on Options.

When you click on the Options window will appear titled Google Chrome - options. It should go to the tab for the advanced, and then click on the button Change proxy settings.

Clicking on the Change proxy settings will appear exactly the same Internet Options window, which in the case of Internet Explorer. The rest of the proxy configuration is exactly the same as in the case of Internet Explorer (section 3 instructions).

5. IT Department contact

In case of problems, please carefully check that you correctly performed all the steps described in the instructions. If, however, in spite of complete instructions properly you have problems, please contact us.

The basic form is a contact form that can be found at the IT Department in the tab Report a problem / bug or at: http://www2.wspiz.pl/it/pub/usterka/

Note: Please be advised that the phone will contact you only if the other contact methods prove ineffective.

Apart form a few other ways to contact us. You can call the IT Department ALK phone number: (022) 519-21-45 (receive it during business hours, which you'll find below) or send an e-mail to: it@kozminski.edu.pl

If we can help you remotely, you can always contact us in person. ALK IT department during the academic year working 7 days a week at times convenient for you:

Kozminski University IT customer service team welcomes during the following hours:	
Monday	8:00 - 19:00
Tuesday	8:00 - 19:00
Wednesday	8:00 - 19:00
Thursday	8:00 - 19:00
Friday	8:00 - 19:00
Saturday	8:00 - 16:00
Sunday	8:00 - 16:00

You can contact us via the following e-mail adress: it@alk.edu.pl