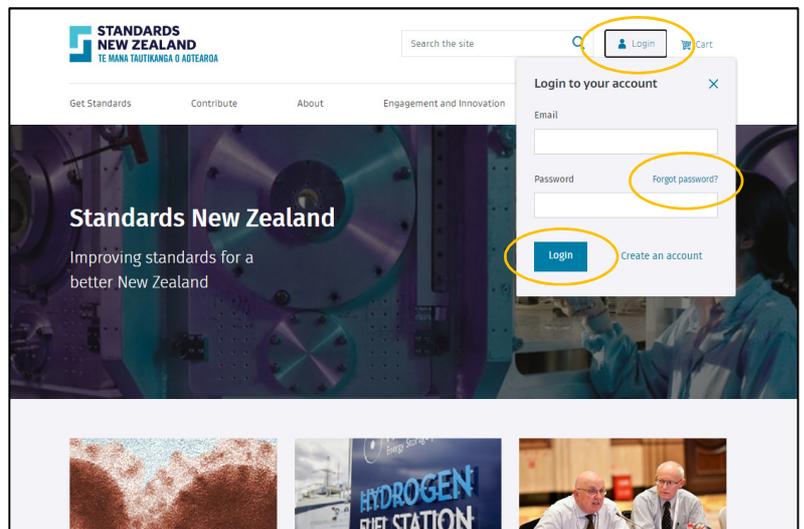


## Online Library Read Only User Guide

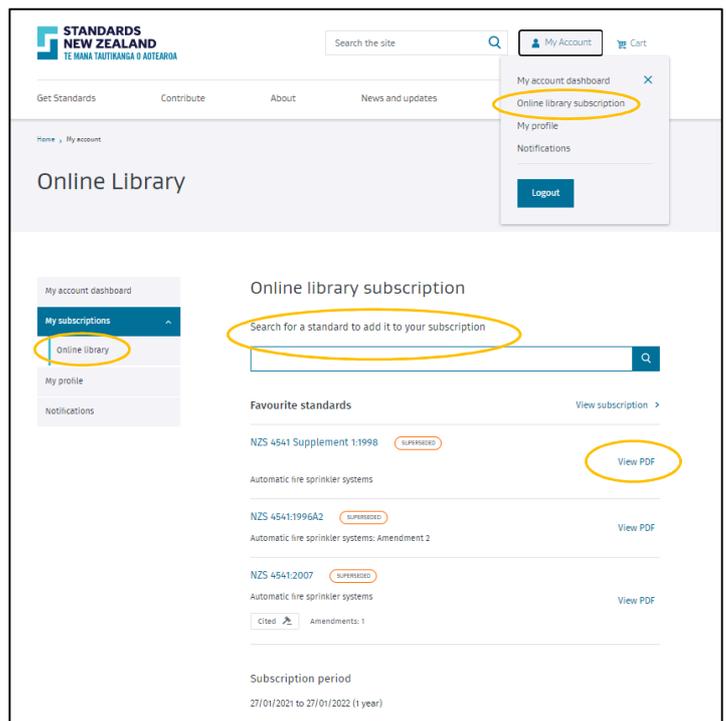
This guide is for customers who are set up by their account administrator as Online Library users with read-only access. You will have limited permissions compared with other users of your account. To know what features your access includes, please read this user guide. To understand more about this service [visit our website](#).

### Logging in as a read-only user

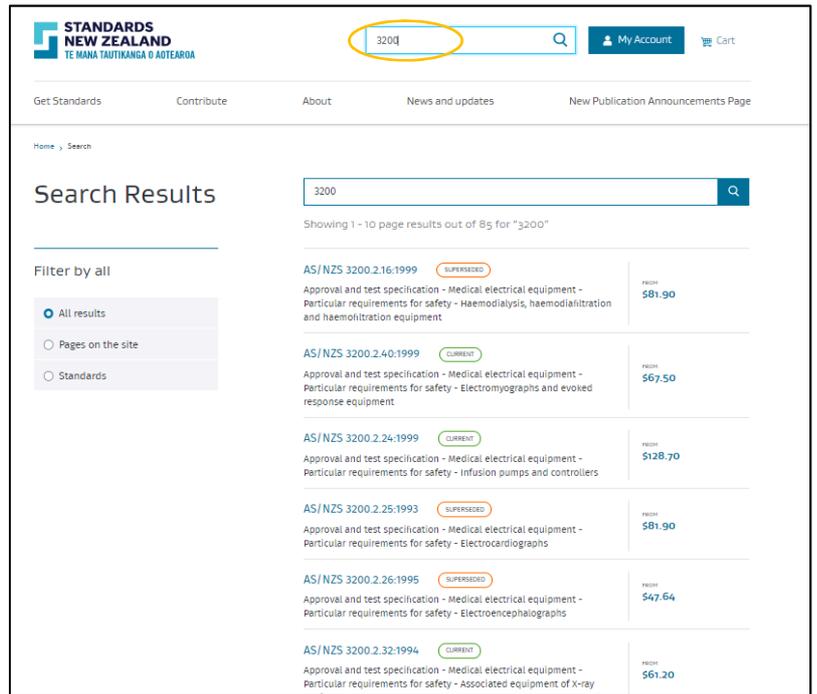
- Once you have a confirmation from your account administrator that your email ID has been added as a read-only user on the account, you will receive an email with a verification link.
- After you have verified your email ID go to [www.standards.govt.nz](http://www.standards.govt.nz) and log in using your registered email and password. If the administrator has not provided you with an initial password you can reset it by clicking on the 'Forgot password' button and following the prompts.



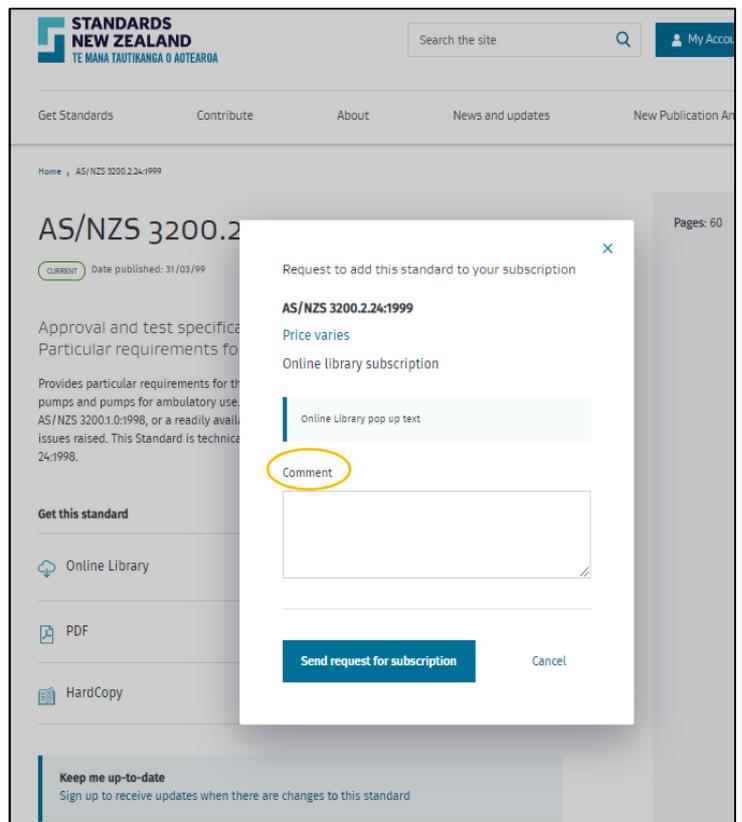
- When your login is successful, you will see the 'My Account' option at the top of the page.
- Click on 'Online Library subscription'.
- The dashboard allows you to view up to five favourite standards, set up by your account administrator from the full list of available standards in your subscription.
- Click on 'View subscription' and you will go to the complete list of standards your administrator has purchased.
- You can also search for standards within your subscription by entering the standard number or title in the search box under the 'Online Library subscription' heading.



- If you would like to request your administrator to add standards to your subscription, search the standard by standard number or title in the search box.
- Click on the standard name you would like to request from the search results.

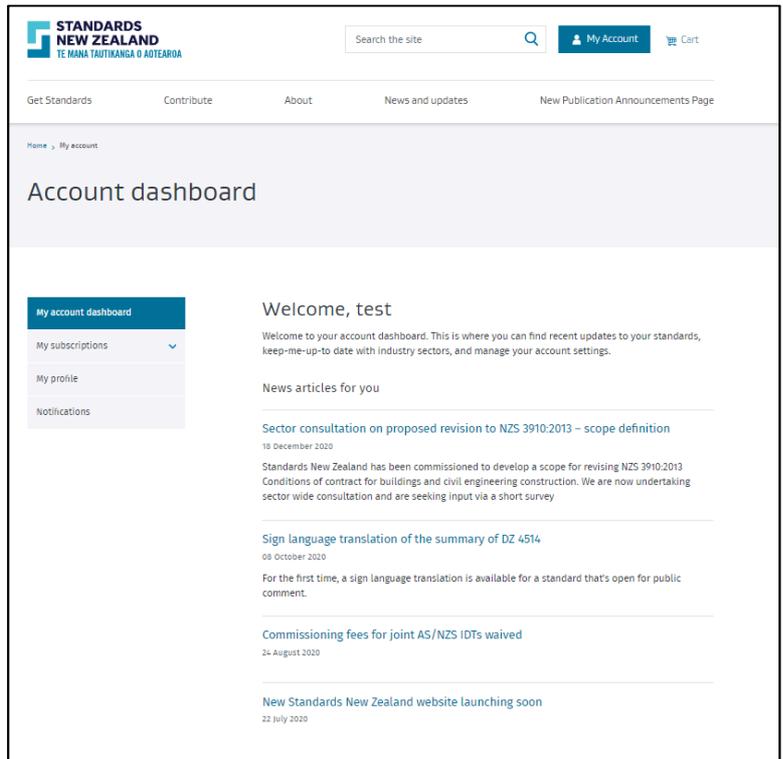


- An option to 'Request your administrator' will be available to you on the next page, when you click on the 'Subscribe' option from the available formats.
- Add your details and a description, which will accompany your request to your administrator.
- Once the administrator has actioned your request, they will notify you when your standard is added and accessible.

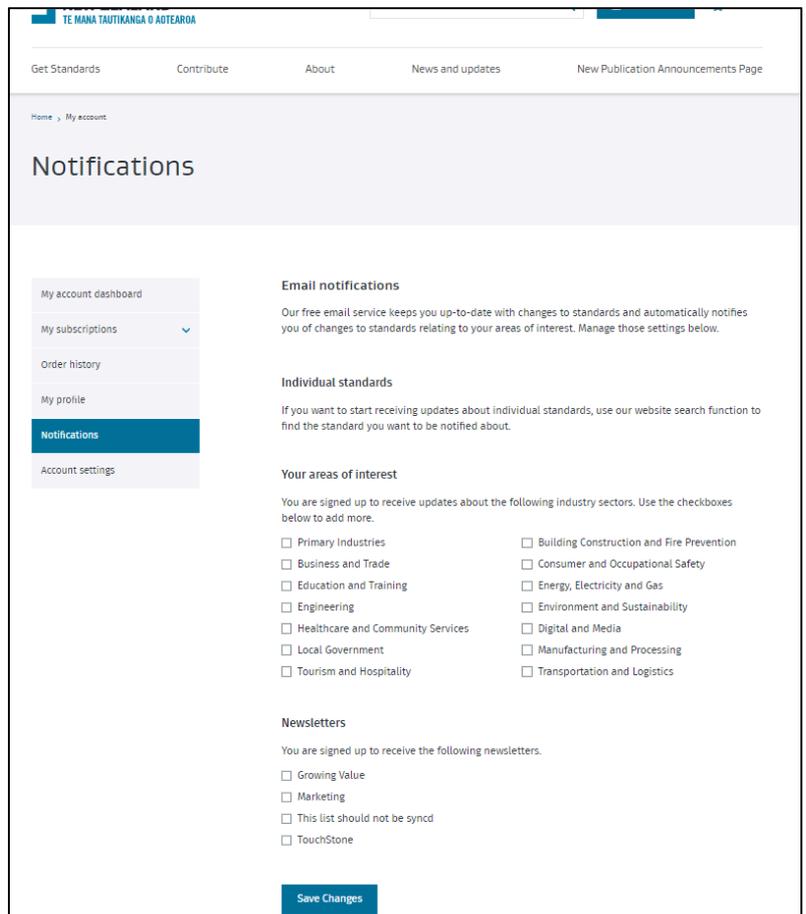


## Dashboard options

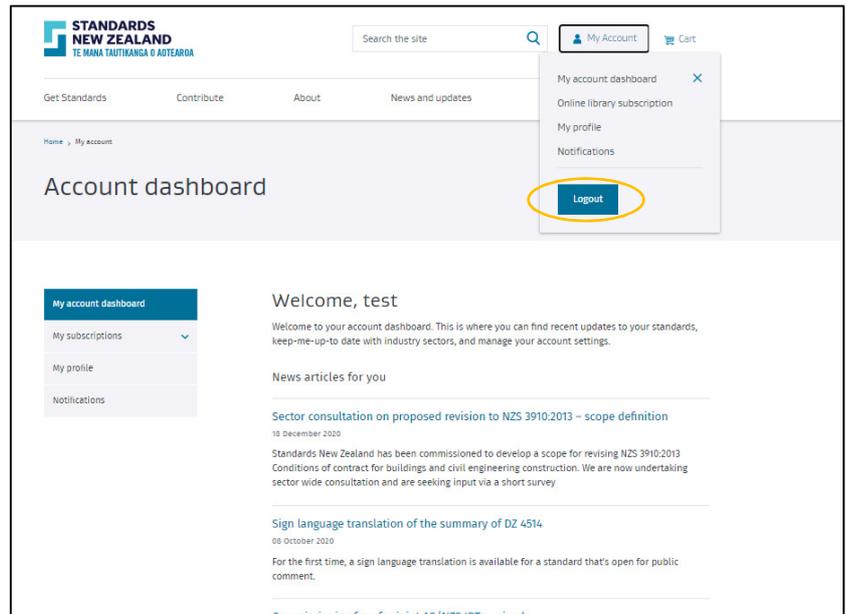
- The 'My account' dashboard shows you relevant news articles.



- You can change your preferences by going to the 'Notifications' tab and ticking or unticking your areas of interest and newsletters.



- When finished using your Online Library session please log out by clicking on the 'Logout' button under 'My account'.
- If you do not log out and simply close your browser, your session will remain open and occupy a concurrent user role for the next hour. This will prevent other users from logging in and accessing standards.



For more information, or to give feedback, please contact the Standards New Zealand Online Library team:

Email: [onlinelibrary@standards.govt.nz](mailto:onlinelibrary@standards.govt.nz)

Phone: 0800 782 632 during business hours.