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Here is a step by step guide to using electronic resources.

a). How to Download Journal Article

1. Go to www.kca.ac.ke and Click library
2. Click Electronic resources (Off campus) and then Log in using your e-mail address as your user name and password created when the account was activated.
3. If you have not activated your KCA University electronic resources users' account, visit the university library's circulation desk for account activation or write an e-mail request with details on your **Name, student number, program and active personal e-mail address** to library@kca.ac.ke. A link to activate your account will be sent to the e-mail address you have provided and you will be required to put in a new password to proceed.
4. After successful log-in, you will find a menu containing a list of e-resources databases.
5. Choose your preferred database and proceed with your search. A key database for e-books is **ProQuest E-book Central**. Some of the leading databases for Journal articles are: Emerald insight, Taylor and Francis, Wiley, JSTOR, Sage and EBSCOhost.
6. Once you find a relevant journal article or information, click "PDF" to download this article.

NB: If you encounter a challenge direct your queries through library@kca.ac.ke

b). How to Download Items from ProQuest E-books Central

1. After successful log-in to the databases menu, click on ProQuest E-books 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)
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