

Books24x7®

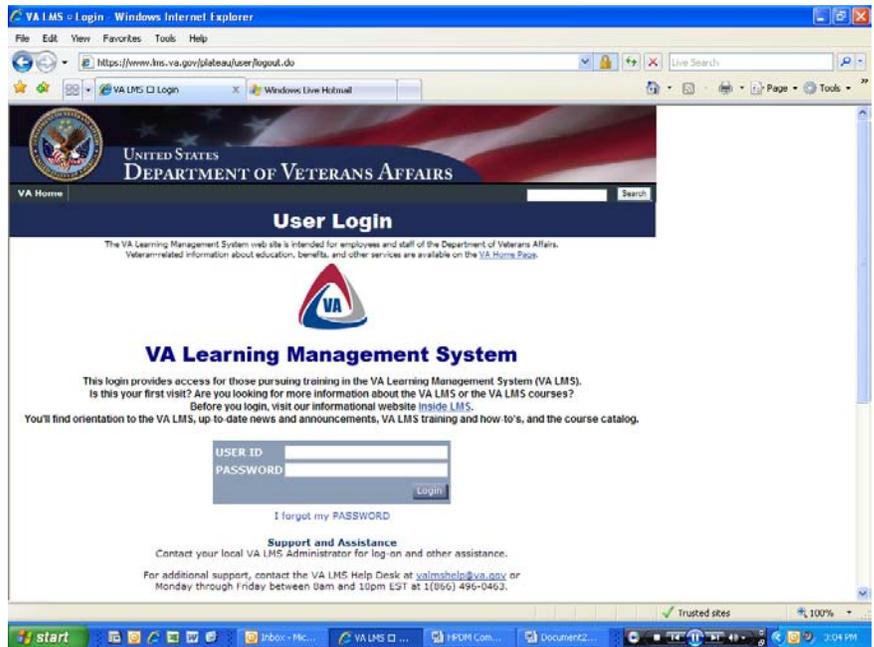
Accessing Books24x7® from the VA LMS

As a user of the VA LMS you can now access Books24x7 Referenceware™. This is an online library of thousand's of the latest business and technology books. You will be able to get access to the latest in technology content in the IT Pro collection, or best business topics and professional skills and development in the Business Pro collection. Office Essentials covers the popular desktop applications in easy to understand language.

Easy to Access and Use.

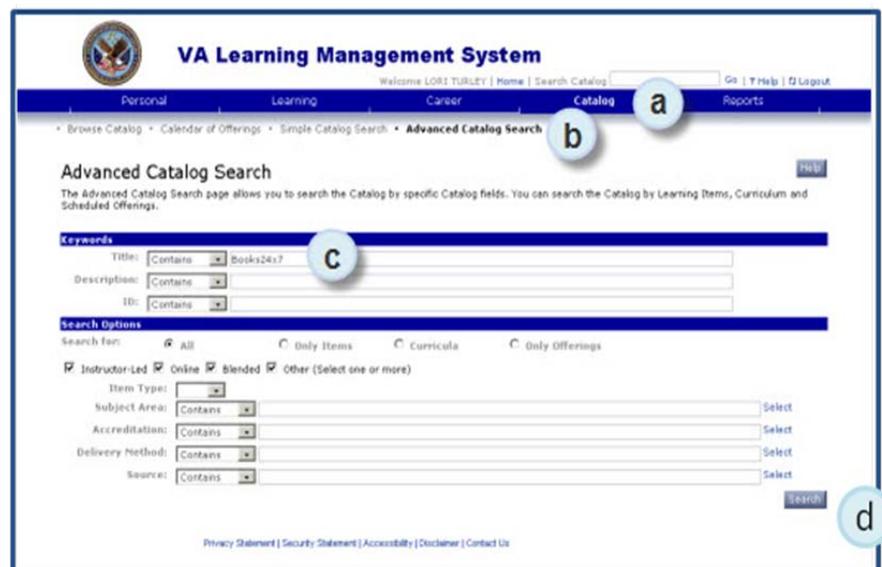
1. Login to the VA LMS:

- a. For login and password help contact your local VA Administrator.
- b. Visit the Inside LMS informational page to look up your local VA administrator, find VA LMS Orientation and How To's, as well as up-to-date VA LMS news and announcements.



2. Locate Books24x7 in the Catalog:

- a. Click on the **Catalog** tab located in the top toolbar.
- b. Click on the **Advanced Catalog** tab.
- c. Under the Keywords header, type "Books24x7" in the **Title** box.
- d. Hit **Enter** or click on the **Search** button.



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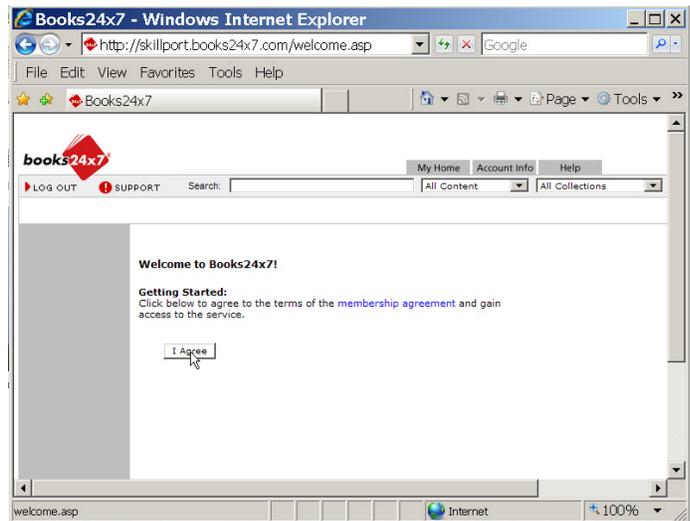
3. Launch the Books24x7 site:

- Click on the **Go To Content** button on the Search Results page.
- The Books site will launch in a separate browser window.



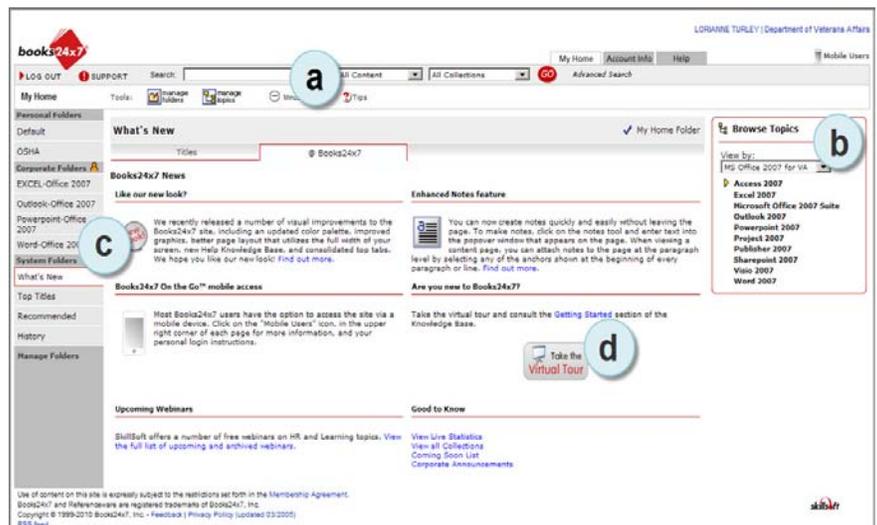
4. Accept Membership Terms:

- The first time you launch Books24x7 you will be presented with a welcome screen asking you to review and agree to the terms of the site Membership Agreement.
- Click the link to review the terms then click the **I Agree** button.



5. Overview of Books24x7 site:

- Enter a keyword, specific book title, or author in the **Search** box.
- Use the **Browse Topics** dropdown to find books by category.
- Save your favorite titles in a **Personal Folder**, find newly released titles in the **System Folders**, or see recommended titles for VA initiatives in the **Corporate Folders** section.
- For a complete overview of Books features, tools and navigation, we recommend you spend 4 minutes taking the [Books Virtual Tour](#).



For quicker access to Books, login using this [direct link to the Books LMS object](#).