

Registering Your ILLiad Account

Logging in to ILLiad

Go to **Request Materials (ILLiad)** web page <https://illiad.lib.ku.edu/kkp/logon.html>

If KUMC or KU hospital affiliate, use your KUMC UserID and Password

If **not** affiliated with KUMC, a username and password must be created

Click on [ILLiad User Request Form](#)

Enter your contact information and click **Submit**

ILLiad User Name and Password Form for **Non-KUMC Patrons**

Your password will be processed within the next business day after completing and submitting the form below.

After your request has been processed by our staff, you will receive an email directing you to change your password to something meaningful to you. Once this is done, this username and password will enable you to use ILLiad to request full text documents through the A. R. Dykes Library. If you are in the library, this username and password may also be used to print using our GoPrint system. Additionally, this username and password may be used to log into library-owned computer workstations located at the library.

Please complete all fields.

Full Name *

<input type="text" value="Victoria"/>	<input type="text" value="Ramirez"/>
<small>First Name</small>	<small>Last Name</small>

E-mail *

Phone Number *

<input type="text" value="816"/>	-	<input type="text" value="555-0000"/>
<small>Area Code</small>		<small>Phone Number</small>



A staff member will create a username and temporary password within one business day of your request. This information, along with step-by-step instructions to set up a permanent password, will be provided via email.

Once this is accomplished, you can begin using ILLiad to order materials from in and outside of Dykes Library:

<https://illiad.lib.ku.edu/kkp/logon.html>

Request Materials (ILLiad)

ILLiad is an online system for requesting library material via Dykes Library's interlibrary loan service. Once you have set up an ILLiad account, you may log in and use it to do the following:

1. Order articles, books, and other material from other libraries as well as from Dykes Library.
2. View the status of your outstanding requests, as well as information about previously requested items.
3. Access material delivered electronically.

Please log in below to get started using ILLiad. If you have any questions, click [here](#) for information, or call us at 913-588-5073.

ILLiad Logon * Indicates required field

* Username

* Password

If you have forgotten your password, please contact Customer Support at (913) 588-7995 to have your password reset.

KUMC Staff/Students:
Enter your Novell Network/Outlook username and password. New KUMC ILLiad users can follow [this guide](#) to help them register for an account.

Non-KUMC Patrons:
Enter the username and password supplied to you by Document Delivery personnel. If you do not have a username and password for ILLiad, please submit the [ILLiad Username and Password Form](#) or call 913-588-5073. New non-KUMC ILLiad users can follow [this guide](#) to help them register for an account.

Registration Form

Please complete the registration page upon initial login to the ILLiad system.

Loan Delivery Method is how you prefer to receive physical items, such as books or videos. Material is mailed to off-campus locations. Otherwise the item will be on **Hold for Pickup** at the Dykes Library public services desk.

Article/Chapter Delivery Method by default, articles are posted electronically to ILLiad as a PDF file.

The **Status** drop-down menu is for billing purposes. Please choose the status that most closely describes you or your organization.

Choose the correct department from the **Department** drop down menu.

Once all required information is filled out, click **Submit Information**.

- [Logoff](#)

- [Main Menu](#)

- [Fee information](#)

- [FAQ](#)

- [Submit a New Request](#)
 - [Journal Article](#)
 - [Book](#)
 - [Book Chapter](#)
 - [Conference Paper](#)
 - [Thesis](#)
 - [All Other Materials](#)

- [View Your](#)
 - [Outstanding Requests](#)
 - [Electronically Received Article/Chapter](#)
 - [Checked Out Items](#)
 - [Canceled Requests](#)
 - [Finished Requests](#)
 - [All Requests](#)
 - [Notifications](#)

- [Tools](#)
 - [Change User Information](#)

- [Dykes Library Home](#)

- [Ask ILL](#)

New User Registration for ILLiad

* Indicates required field

City is a required field.
Status is a required field.
Zip Code is a required field.

* **First Name**

* **Last Name**

* **E-Mail Address**

* **Daytime Phone**

* **Loan Delivery Method**

For delivery of books, videos, DVDs, etc.
Please note: We only mail to corporations, organizations, and distance students. On campus faculty, staff, and students, please select Hold for Pickup.

* **Article/Chapter Delivery Method**

By default, articles are delivered electronically; however, this is not always possible. Please contact our office if there is a need to use another method.

* **Address Line 1**

Address Line 2

KUMC Users: If using a campus address, please include your campus mailstop.

* **City**

* **State**

* **Zip**

* **Status**

* **Department**

Adding Billing Account(s)

The next step is the **Payment Method** page where billing accounts are set up. When registering in ILLiad it will automatically set up an **Invoice Monthly** account.

Invoices are mailed out at the end of the month. Fees can be paid in person at the Dykes Library or over the phone with credit card by calling (913) 588-7300.

Please read the payment terms and check one of the available boxes.

KUMC and KU hospital affiliates may be able to obtain some items at no cost. If you prefer to only get free interlibrary loan items, select **Provide Only if Free** in the dropdown menu and click **Add Account**.

To charge items to a grant number for grant related research add account **KUMC Billing/Grant Number** and include the grant number in the **Account Number/Name** field.

When complete or if not sure what kind of account to add, click **Finished Adding Accounts** to move to the next screen.

- Logoff
- Main Menu
- Fee information
- FAQ
- Submit a New Request
 - Journal Article
 - Book
 - Book Chapter
 - Conference Paper
 - Thesis
 - All Other Materials
- View Your
 - Outstanding Requests
 - Electronically Received Article/Chapter
 - Checked Out Items
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Payment Methods

* Indicates required field

A.R. Dykes Library at The University of Kansas Medical Center offers a fee-based service for ILLiad users who want to access library materials from in and outside the library's collection. Unless indicated by a change to your account choice or the details of specific requests, you are responsible for charges incurred as a result of this service, depending on your status as indicated on our [fee chart](#). By checking the "I agree" box below, you are agreeing to these terms.

*I agree.

I do not agree. (By not agreeing, you will be unable to place requests in ILLiad.)

Your Current Accounts	
Account Number	Description
	Provide only if free-KUMC ONLY
	Invoice Monthly

An account of "Invoice Monthly" was created upon initial registration in ILLiad. Use the form below to add additional accounts. If you need assistance, please call the Document Delivery office at (913) 588-5073 or chat with us by clicking on the Ask a Librarian link.

Account Type

Click the arrow to view and select an account.

KUMC Billing/Grant Number

Account Number/Name

When submitting a request you will choose the Payment Method using this description. KUMC Billing/Grant Numbers must be exactly 8 characters long.

Account added.

 **Add Account**

Finished Adding Accounts

Use the menu on the left to **Submit a New Request**.

[Logoff vramirez](#)

[Main Menu](#)

[Fee information](#)

[FAQ](#)

[Submit a New Request](#)

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[Ask ILL](#)

Welcome to ILLiad!

Please use the toolbar on the left side of the page to navigate through ILLiad.

If you need assistance, please contact the Document Delivery Office:

Email: DykesILS@kumc.edu

Phone: 913-588-5073

IM: [Ask ILL](#)

Fax: 913-588-7304

Mail:

ILLiad/Document Delivery Services
A. R. Dykes Library MS 1050
2100 W 39th Ave
University of Kansas Medical Center
Kansas City, KS 66160

The mission of the A.R. Dykes Library of the Health Sciences staff is to work collaboratively with individuals and organizations seeking high quality health information within the University of Kansas Medical Center and the public.

Warning concerning copyright restrictions

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

Any questions? Contact the Dykes Library Resource Sharing office at (913) 588-5073 or dykesils@kumc.edu