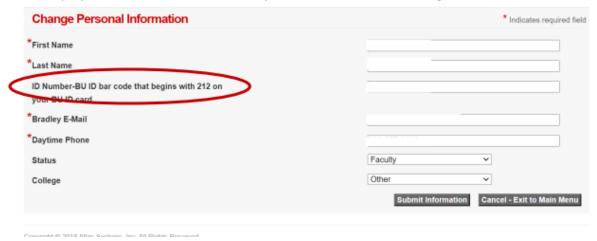
Submitting an Interlibrary Loan Request in ILLiad when the request link is not in the library's catalog.

If there is not a request link for the item you want. You can directly enter your request in ILLiad following these directions.

- Access ILLiad from the library's home page or from this direct link https://dewey.bradley.edu/illiad/
- 2. Log in using your BUnetID

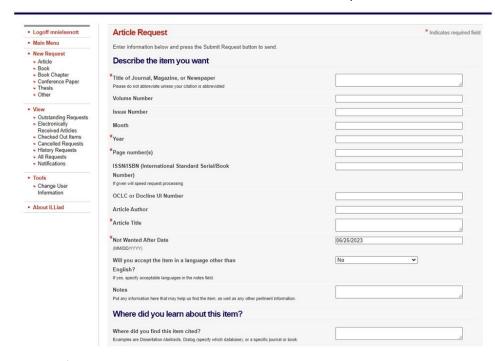
If this is your first-time logging into ILLiad, you will be prompted to complete the "Change Personal Information" form. Make sure to include your BU ID barcode number (not your student/employee ID number) on the back of your ID card. This number begins with 212.



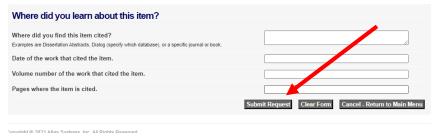
3. Select the type of item you are requesting under "New Request"



4. Complete the online form with all the information about the item you have.



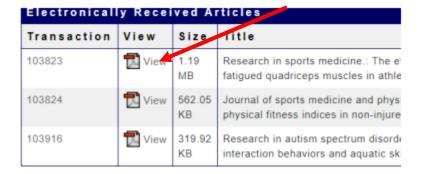
5. Submit the online form.



6. When your item is available (usually in a few days). You will get an email prompting you to access the item in ILLiad. Access and log in to ILLiad. Then click on "Electronically Received Articles"



7. Click on the "View" link next to the PDF symbol. The PDF will open. Print and/or download and save the file. The file is only available for 30 days in ILLIad before is it deleted from the system.



Contact the library if you have any questions or run into any issues using this platform. You can email send an email to reference@bradley.edu or give us a call at (309) 677-3502.