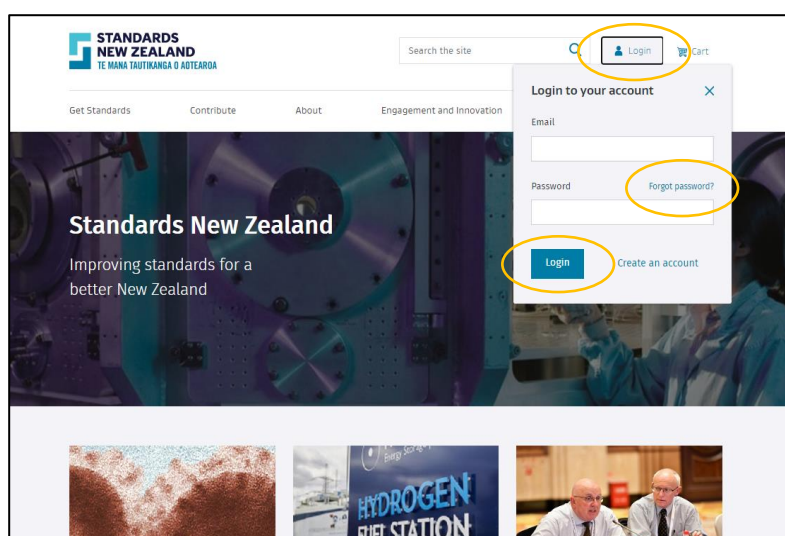


Online Library Read Only User Guide

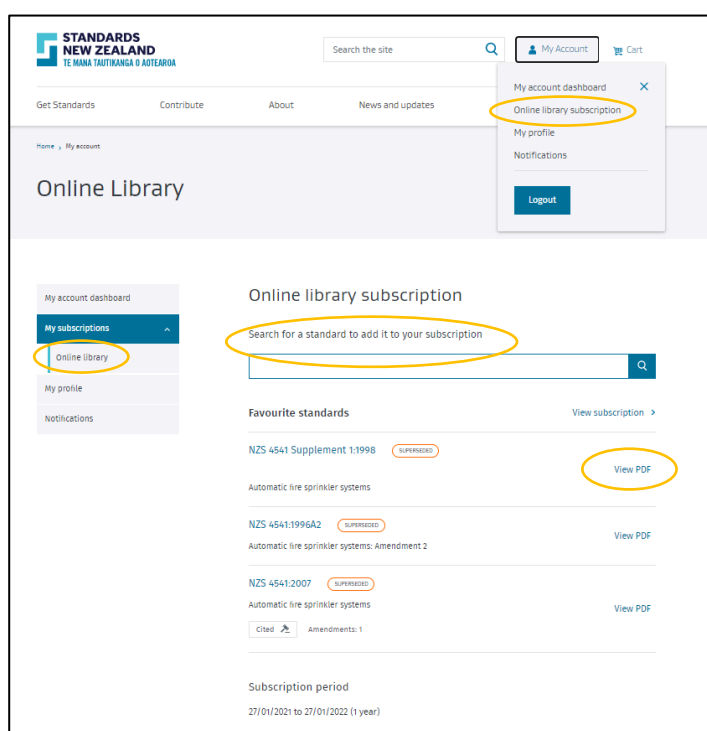
This guide is for customers who are setup as Online Library user (read only access) by their account administrator. You will have limited access rights than other type of users in your account. To know what features your access includes, please go through this user guide. To know more about this service visit our Webshop [here](#).

Logging in as a read-only user

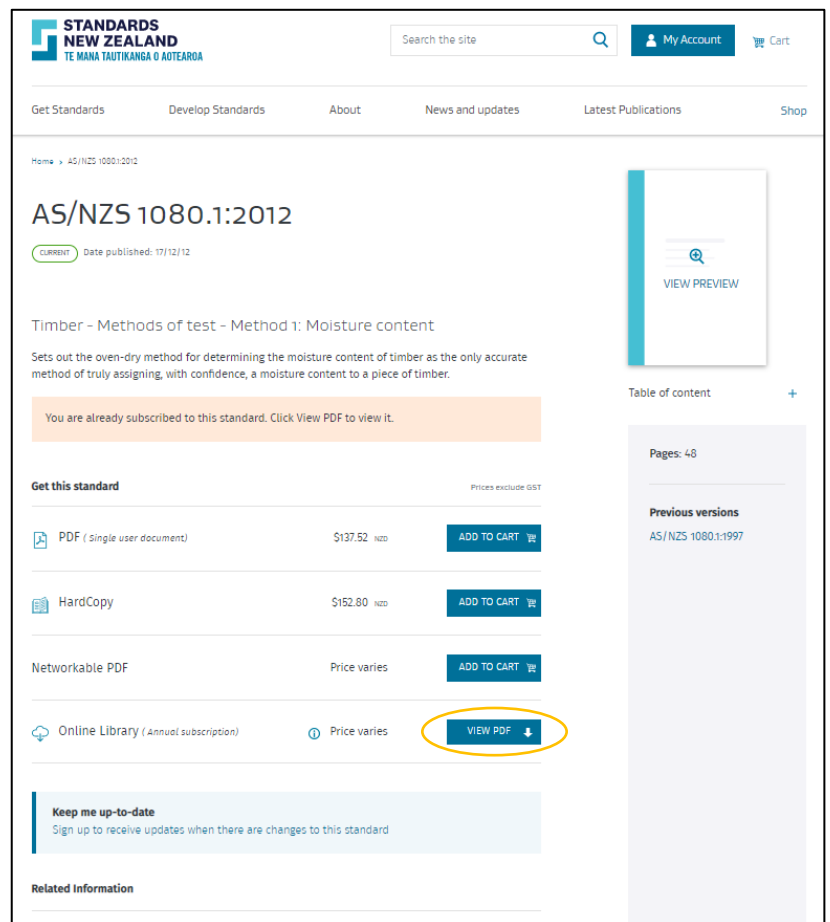
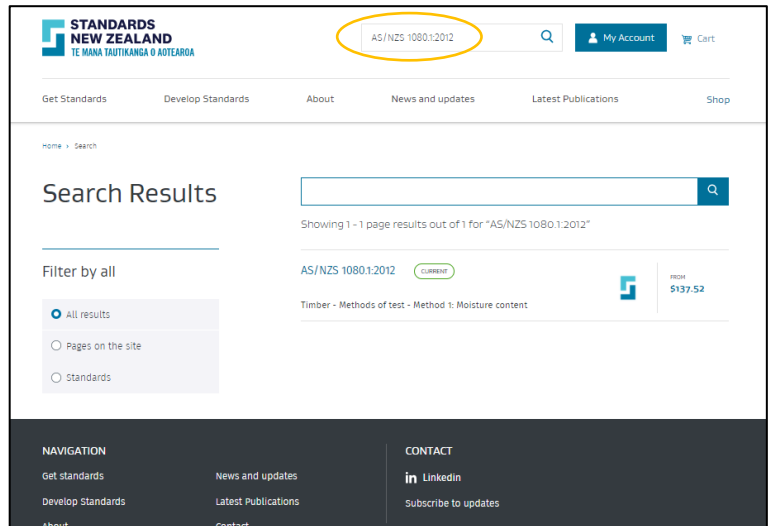
- Once you have a confirmation from your account administrator that your email ID has been added as a read-only user on the account, you will receive an email with a verification link
- After you have verified your email ID go to www.standards.govt.nz and login using your registered email ID and password. If the administrator has not provided you a password you can reset it by clicking on forgot password button and continue your login



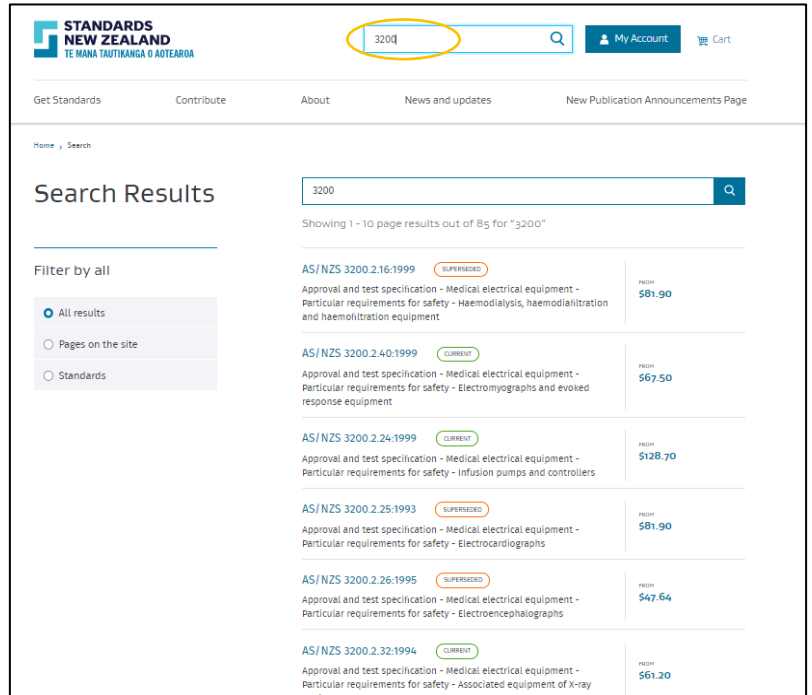
- If your login is successful you will see My Account option on top
- Click on Online Library subscription
- The dashboard allows you to view up to 5 favourite standards set up by your account administrator from the entire list of standards in your subscription
- Click on view subscription and it will take you to the complete list of standards that your administrator has purchased
- You can also search for standards within your subscription by entering the standard number or the title in the search box under Online Library subscription heading



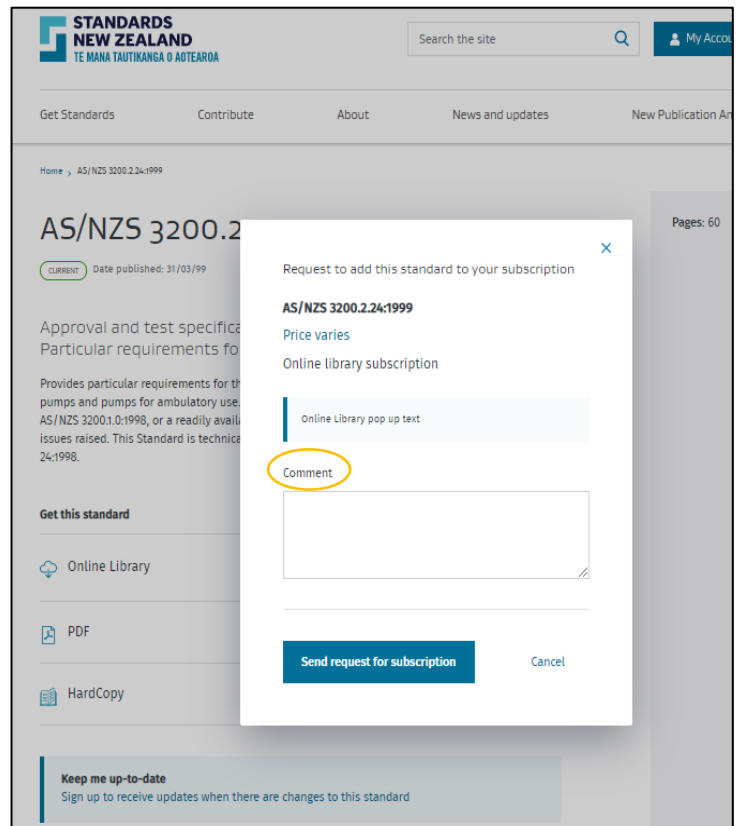
- You can also search and view standards using the top search bar on the website
- After you click on the standard from the search results you will land on that standard's page where you will see "view PDF" button next to Online Library subscription
- Click on it and the standard will download on your computer



- 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 on the top
- Click on the standard name that you would like to request from the search result

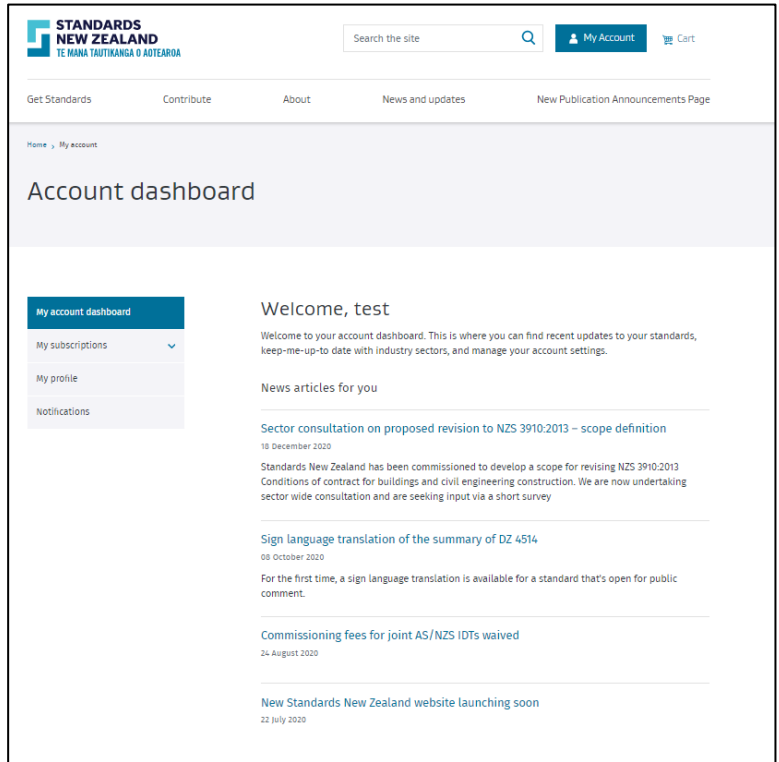


- An option to request your administrator will be available to you on the next page when you click on the subscribe option from the different formats
- Add your details and any details such as a reason for the request for your administrator
- Once the administrator has actioned on your request, they will notify you via email or phone that your standard is added

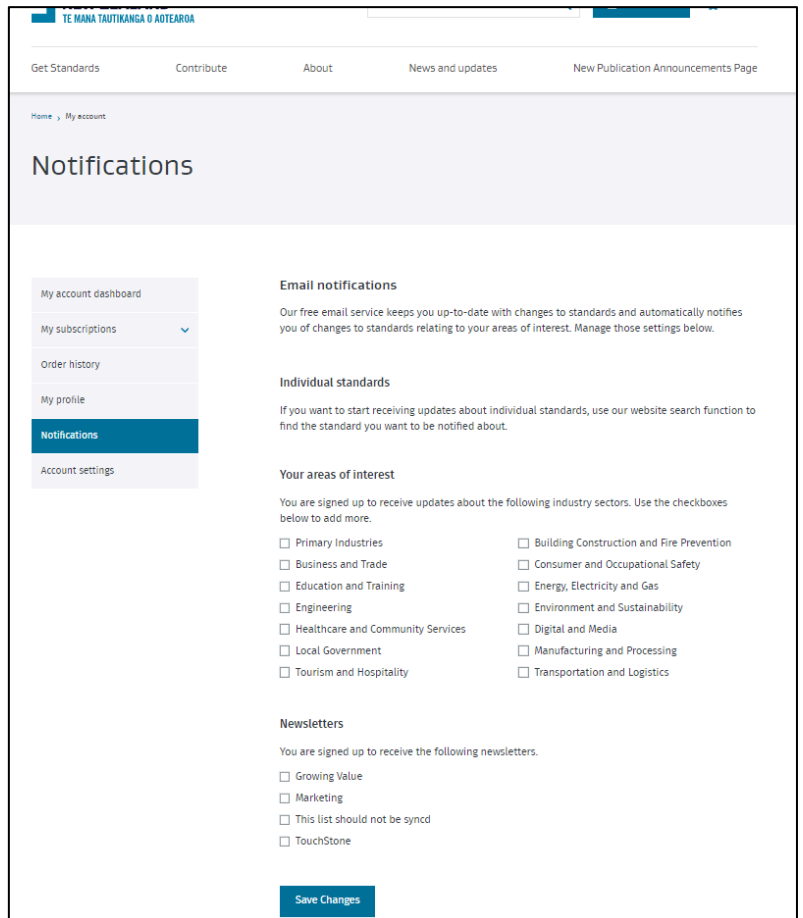


Dashboard options

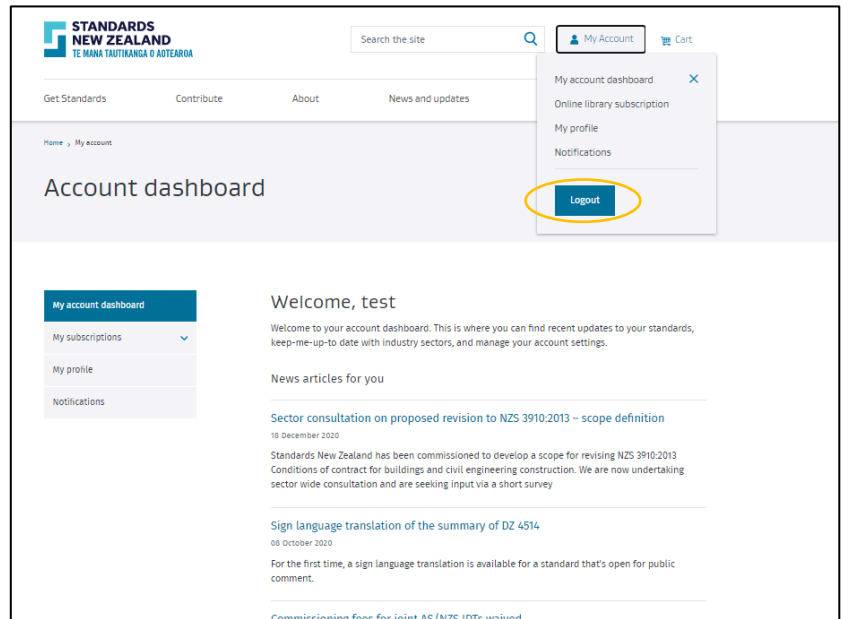
- My account dashboard gives a view of news articles that are relevant to you



- You can change your preferences by going to the notifications tab and ticking and unticking your areas of interest and newsletters



- After you are done using the Online Library please logout by clicking on the logout button under my account
- If you do not logout and simply close the browser, your session will remain open and occupy a concurrent user role for the next one hour. This can cause delays for the other users who try to login



Do you need more information?

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

Email: onlinelibrary@standards.co.nz

Phone: 0800 735 656 during business hours