Accessing Alexandria

Getting Started

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How to Log In

ⓘ this page has been moved to https://support.goalexandria.com/accessing-alexandria/

How to Log In

An operator account is required to access Alexandria Librarian every time the application is launched.

The basic steps to log in are the same for all Alexandria libraries:

1. Open an Alexandria URL in your browser.
2. On the login screen, enter your **username** and **password**.
3. Click **Log In**.

✅ **Need to log in as a different operator?** Reload your browser window to get back to the Log In screen, then log in as normal.

Alternatively, if you have the GG4L SIS Integration, you can log in using your GG4L credentials:

1. Open an Alexandria URL in your browser.
2. On the login screen, click **OR CONTINUE WITH GG4L**.
3. Once the GG4L login window opens, enter your GG4L **username** and **password**.
4. Click **Sign In**.

But where do I log in?

But *where* do I log in?

Well, that depends. The URL you'll use to log in depends on a variety of factors based on how your library is set up and which module you want to log in to. Follow the steps for your particular installation below:

Accessing Alexandria

1. Open your web browser and go to the **address bar**, typically located at the top of the window.
2. Enter your library's domain name or IP address, forward slash (/), the name of the module you want to access.

   - *yourdomain.com/module*
   - *123.456.78.910/librarian*
   - *yoursite.goalexandria.com/librarian*
3. Tap **Enter**.
4. On the Log In screen, enter your **username** and **password**.
5. Click **Log In**.

ⓘ Locate your library's IP address in **Circulation > Special tab > System Info** or **/admin > Status**.

Self Hosting

1. Open your web browser and go to the **address bar**, typically located at the top of the window.
2. Enter your library's domain name or IP address, colon (:), port number, forward slash (/), the name of the module you want to access.
   - *yourdomain.com:port/module*
   - *123.456.78.910:8080librarian*
   - *yourdomain.com:80/librarian*
3. Tap **Enter**.
4. On the Log In screen, enter your **username** and **password**.
5. Click **Log In**.

Alexandria Controller

To access a single site within your Controller account, you need the serial number for that site's data station. You can locate the serial number in **/admin > Status**, or **Circulation > Special tab > License Info**, or check with your library administrator.
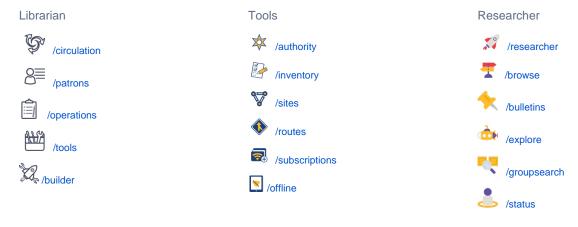
1. Open your web browser and go to the **address bar**, typically located at the top of the window.
2. Enter library's domain name or IP address, colon (:), port number, forward slash (/), serial number, forward slash (/), the name of the module you want to access.
   - *yourdomain.com:port/serialnumber/module*
   - *123.456.78.910:8080/5555123/librarian*
   - *yourdomain.com:80/5555123/librarian*
3. To access the Controller Admin module, do not enter the site-specific serial number.

   - *yourdomain.com:80/admin*
   - *123.456.78.910:8080/admin*
4. Tap **Enter**.
5. On the Log In screen, enter your **username** and **password**.
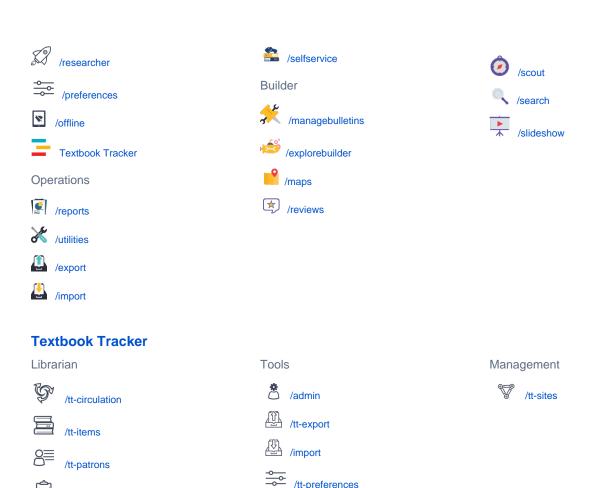6. Click **Log In**.

Modules
Modules

Log in to a module directly – just add **/module** to the end of your URL, like *demo.goalexandria.com/**browse*** . Remember to bookmark your favorite modules for easy access!

Alexandria

Librarian

 /circulation

 /patrons

 /operations

 /tools

 /builder

Tools

 /authority

 /inventory

 /sites

 /routes

 /subscriptions

 /offline

Researcher

 /researcher

 /browse

 /bulletins

 /explore

 /groupsearch

 /status

/researcher

/preferences

/offline

Textbook Tracker

Operations

/reports

/utilities

/export

/import

/selfservice

Builder

/managebulletins

/explorebuilder

/maps

/reviews

/scout

/search

/slideshow

Textbook Tracker

Librarian

/tt-circulation

/tt-items

/tt-patrons

/operations

/tt-tools

/tt-preferences

Tools

/admin

/tt-export

/import

/tt-preferences

/tt-reports

/tt-utilities

Management

/tt-sites

Can't remember your password?
Can't remember your password?

1. Click **Can't access your account?** at the bottom of the Log In dialog.
2. In the **Reset Password** dialog, enter the username, barcode, or email address associated with your account.
3. Check your email account for the Reset Password email, which contains a link that will allow you to reset your username and password.

Troubleshooting
Troubleshooting

Troubleshooting

When Alexandria is behaving abnormally, it may be due to blocked ports, aggressive emails filters, etc. Before you give us a call, check these things first:

1. Does your machine have a network filter turned on?
2. Is one of your network filters blocking Alexandria communications?
3. Is your network blocking communications outside of your network?
4. Is your email firewall blocking or filtering Alexandria messages?