



Referenceware Library
Available to all TSA employees

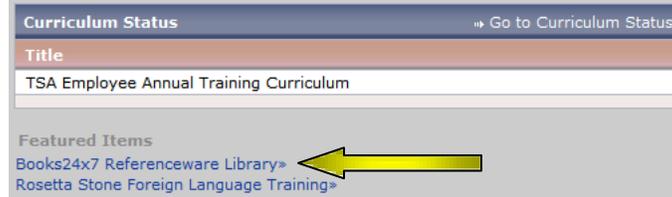
How to access the Books24x7 Reference Library

1. Login to the Online Learning Center (OLC) from work or at home.

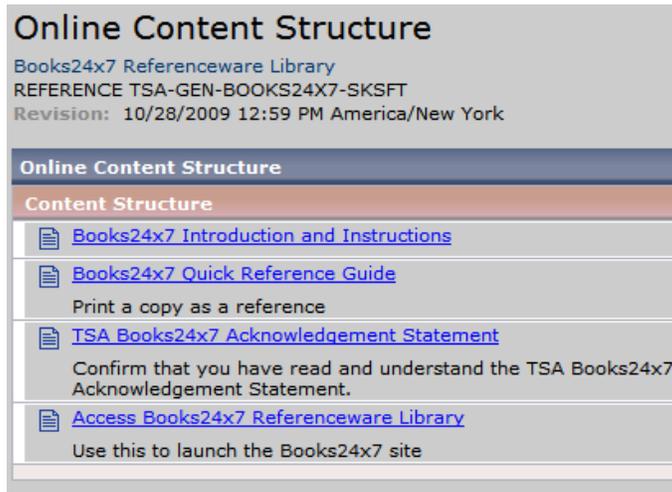
Home <https://extranet.tsa.dhs.gov/elmsgold/user/login.jsp>

Work <https://topweb.tsa.dhs.gov/elmsgold/user/login.jsp>

- o On your **OLC Welcome page** scroll down to see the **Featured Items**, on the bottom right of page, and select the **Books24x7 Referenceware Library** link.

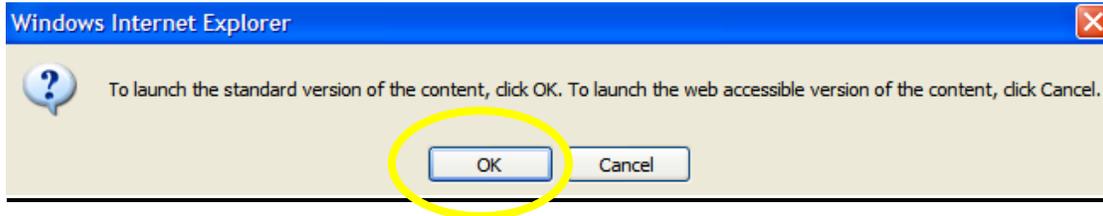


- o The **Books24x7 Referenceware Library** component will be added to your OLC learning plan.



- **Select** [Books24x7 Introduction & Instructions](#); then
- **Select** [Books24x7 Quick Reference Guide](#); then
- **Select** [TSA Books24x7 Acknowledgement Statement](#); and then
- **Select** [Access Books24x7 Referenceware Library](#).

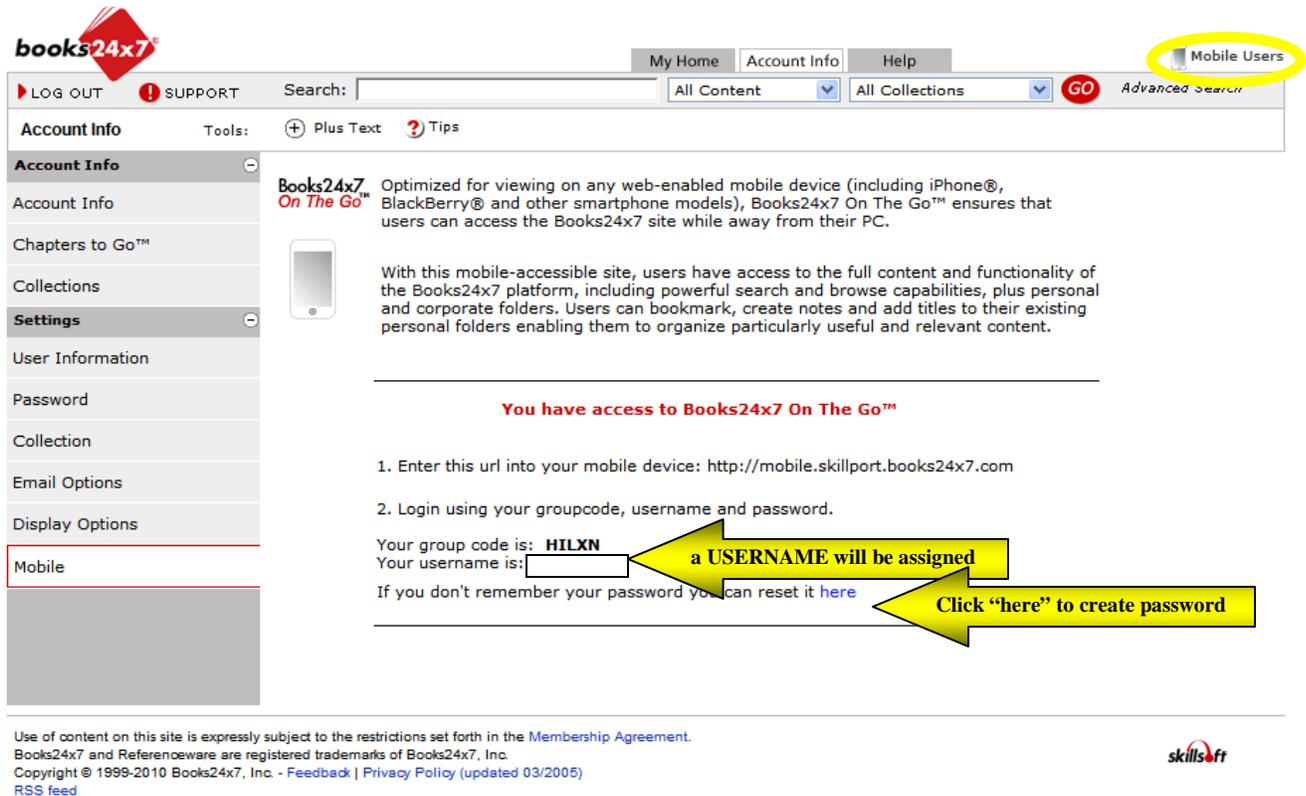
2. When you see the screen below select the OK button to launch the standard version of the content (Books24x7).



3. You will then see the Books24x7 “My Home” Page and your name will appear at the top right hand corner of the page as indicated below. Before you start using Books24x7 we recommend you select the Take the virtual Tour button on the bottom of the Books24x7 home page.

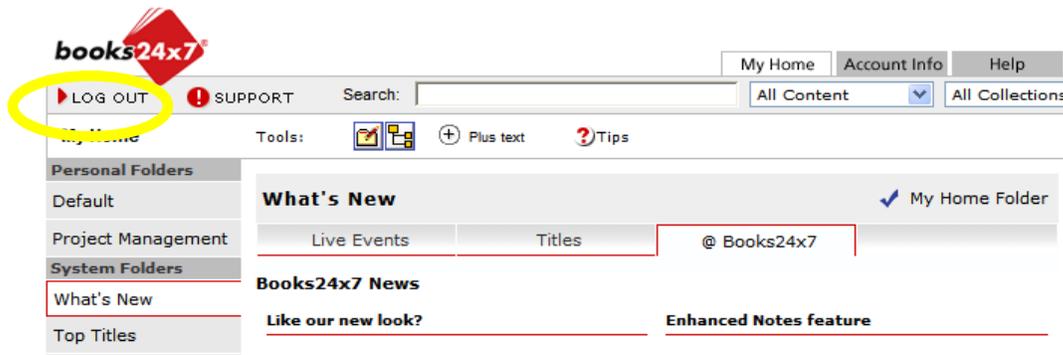
4. For those users who have mobile devices, you will find information on how to access Books24x7 with a mobile device by;

- Selecting the  [Mobile Users](#) icon as indicated in the graphic below.
- A username will be assigned to you as indicated in the graphic below.
- Create a password by selecting the word “**here**” as indicated in the graphic below.



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5. Make sure you log out of Books24x7 after each time you access it by selecting **Log Out** as shown below.



For help please email the TSA Books24x7 Help Desk at:

TSABooks24x7@tsa.dhs.gov