The Scenario

You find a useful article in a database, but the Library does not have it in its collection. You want to request interlibrary loan for the article, but you hate having to fill out the interlibrary loan form every time you place a request. Well, you don't have to. The Yale University Library provides the ILLiad system, which allows you to register once and automatically populate interlibrary loan forms when you place a request. Here is how:

To access the ILLiad system go to:  
http://ill.library.yale.edu/illiad/illiad.dll#manage_requests

Click on the “First Time User Registration” link to set up your account.

On the next page, scroll down to the bottom, and click on the “First Time Users Click Here” button.
Enter your information to create your ILLiad account.

Notice that for security reasons, you should choose a password DIFFERENT from your Yale NetID password.

ILLiad is especially useful if you place your request via Yale Links. Click the GO button on the Yale Links service menu.

Log into ILLiad and you can see that most parts of the interlibrary loan form have already been filled out.

Review the information and click the “Submit Request” button.
To check the status of your requests, click the “Outstanding Requests” button in the ILLiad main page under “Manage Requests”.

When your request is filled, you will receive an email with a PIN number to enable you to retrieve the article electronically.