How to obtain access for a preceptor to the School of Medicine and Health Sciences Library

1. Have preceptor go to the SMHS library website. On the right hand column select “services”, and then the drop down menu for “Apply for a library Account”.

![Library Services](image-url)
2. Complete the application with Name, email, and affiliation. (I have been selecting other for affiliation as CNPD wasn’t a choice on the drop down menu). Click Submit.

3. **Email Annie Nickum**: annie.nickum@und.edu and provide her the name of the person you are requesting for approval. I also let her know that the person was a preceptor for a CNPD APRN student. She approves all the requests for access to the SMHS library.

4. It takes about 1-2 days and then a UND email is sent out to the person with their log in information for the SMHS library. I have told people to watch their email for an email from “UND”. The email won’t necessarily come from Annie Nickum….but Annie said the email will be from “UND”.