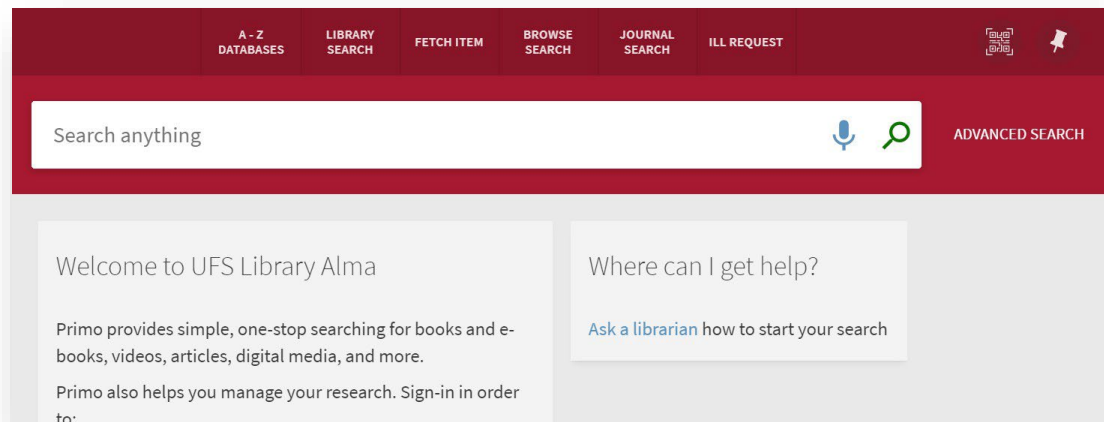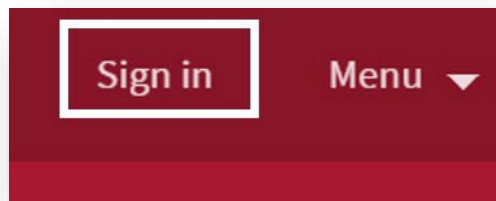# How to access KovsieCat (PrimoVe)

- Navigate to any browser
- Type in the URL:
  https://ufs.primo.exlibrisgroup.com/discovery/search?vid=27UOTFS_INST:27UOTFS_INST
- The following page will display

How to sign in to PrimoVe

- Click **Sign-In** at the top right corner

- Enter your Username
  - Note: Students use **studentnumber@ufs.ac.za** as their username. Staff use **UFS email address** as their username

- Enter your password (For students, enter your Blackboard password)

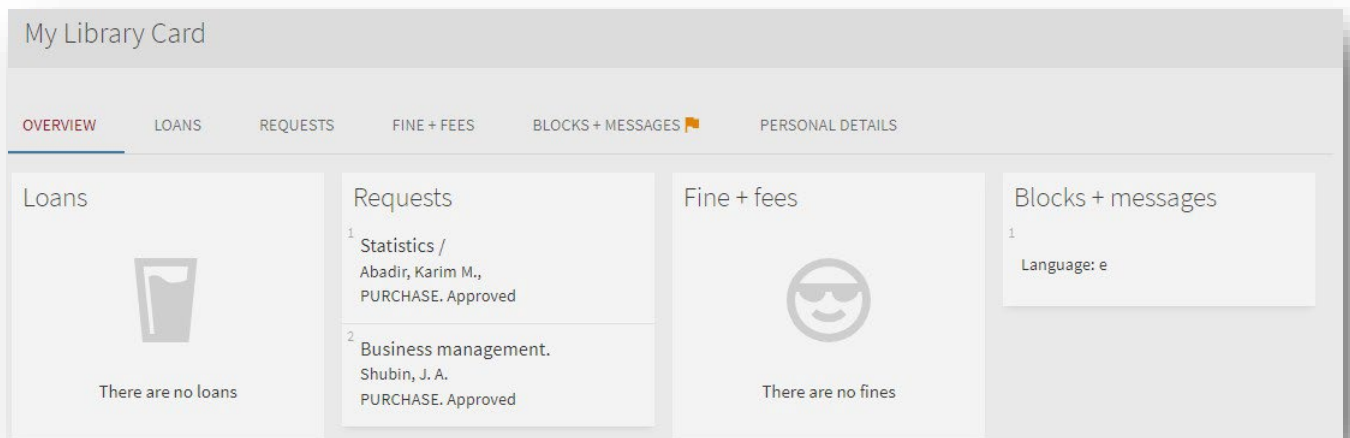You are now logged into KovsieCat

How to access My Loans, Fines, Requests, Fines + Fees, Blocks and Messages

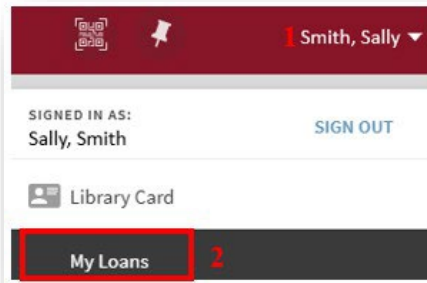- Click the drop-down arrow next to your name.
- Click **Library Card**
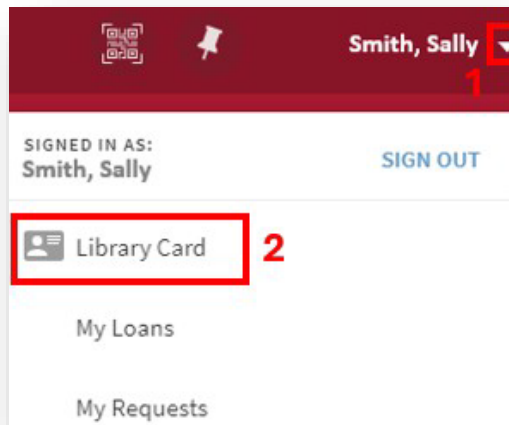
Loans, Fines, Requests, Fines + Fees, Blocks and Messages are now displaying.

How to renew a book

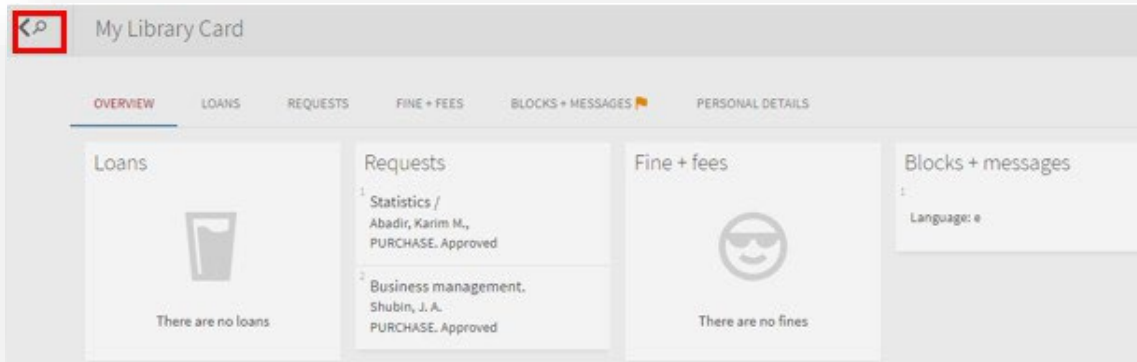- Click the drop-down arrow next to your name.
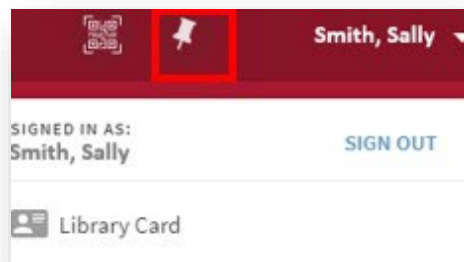- Click **My Loans**

- Click **RENEW**

How to go back to the Seach bar
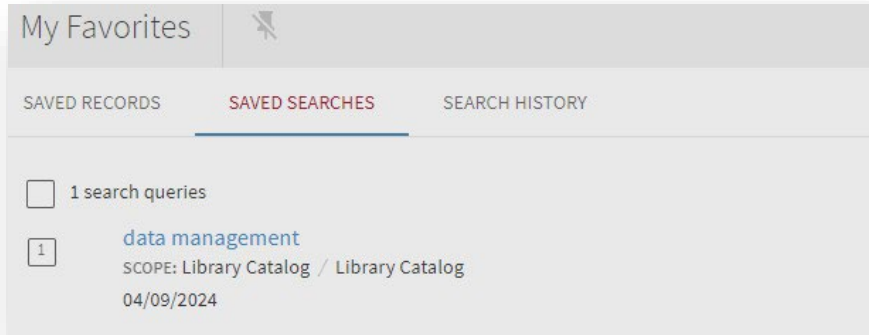
- Click the **magnifying glass icon**

How to access my saved records, saved searches and search history
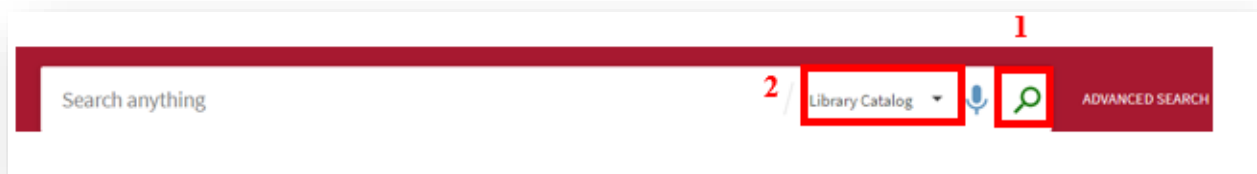
- Click the pin icon as shown below

All saved records, searched and history will display as shown below

How to search the Kovsie catalog

- Click the **search icon**
- Library catalog will display

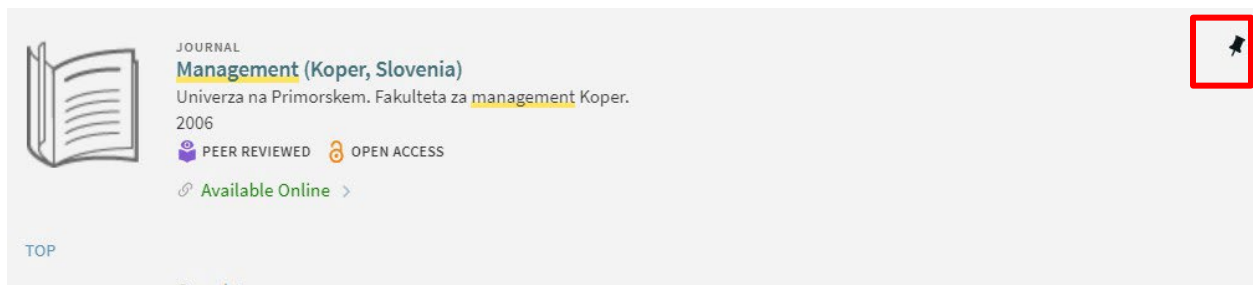# How to access eBooks, Articles, KovsieScholar, FigShare, CourseReserves, A-Z Databases

- Click the search icon
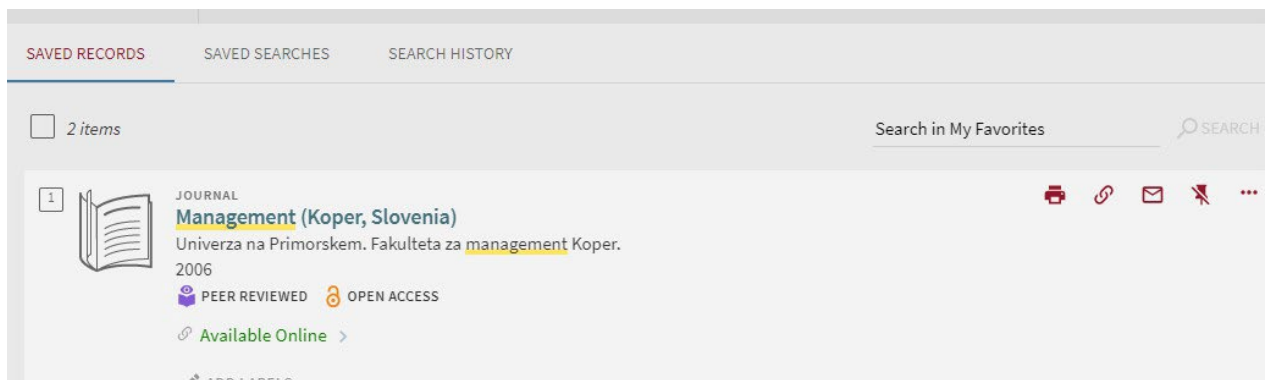- Click the drop-down list next to Library Catalog

How to add a reading material to my favourites

- Search material
- Select the desired material
- Click the **pin icon**

The material will be added to your favourites under "Saved records"

Click on How to access my saved records, saved searches and search history to see all saved records.

Troubleshooting issues

PrimoVe displays the same screen when trying to login

- Contact Huldah Raubenheimer at Huldah@ufs.ac.za or Vuyo Ngayeka at NgayekaV@ufs.ac.za

Account or password is incorrect

- For support, call +27 51 401 2000 or email ufs@service-now.com