Accessing Existing ILLIAD Accounts

If you have used ILLIAD and misplaced your password, click on Forgot Password in the lower left corner (see screenshot below). Next, type in your UTAD and Rocket Number.

Then, you will have immediate access to the online system.

If you have additional questions about accessing an existing account, email interlibraryloan@utoledo.edu or call (419.530.2175 or 419.530.2576).

Tip: It is useful to have your Transaction Number, if you have a question about an item (book, article, book chapter, etc) you requested, accessible when speaking with someone. Alternatively, take a screenshot of the issue or include the transaction number when emailing interlibraryloan@utoledo.edu.
Creating A New Inter Library Loan Account in ILLIAD

Step One: Click on first time user box to create an account!

![ILLiad Logon](Image)

First Time User? Click Here to Register for an Account.

* Username (UTAD ID)

* Password

Logon to ILLiad

If you have difficulty using this form, contact Interlibrary Loan at 419.530.2576.

Forgot Password?

UT Home |

Step Two: Skip the Paragraph, Click on the, ‘First Time Users Click Here”

![New ILLiad Account Registration](Image)

To request an item through ILLiad, you must first create an account, using your UTAD ID and a password of your choosing.

**About Your Password**

Please note that UTAD and ILLiad are not linked at this time. If you use your current UTAD password for your ILLiad account at the time of registration, be advised that your ILLiad password will not automatically update when you change your UTAD password every six months.

**Important Information**

- ILLiad is the system used for requesting, delivering and notifying you that requested materials are available, either for download or pickup.
- All articles, book chapters will be electronically posted to your ILLiad account as PDF files and must be downloaded within 30 days of posting.
- Books and other physical materials will be checked out on your library record and placed on hold for you at the Carlson or Mulford Library Circulation Desk. Access your library record here (also accessible from the library’s homepage).
- Any materials checked out will be subject to the due date listed in your library record—not the date listed in your ILLiad record.
- ILLiad and Interlibrary Loan (ILL) are different from borrowing items through OhioLINK. Questions regarding OhioLINK should be referred to the library’s Circulation Department.

![First Time Users Click Here](Image)

Step Three: Fill in all the blank lines below and select Mulford Library (Health Science Campus):
Note: Your ILLIAD Password does not change, when UT asks you to change your password every 90 days!

Step Four: Ordering Articles, Book Chapters – Make sure you have your citation information before proceeding!

For Articles:

Click the “FindIt @UT” symbol within databases> Click on Order this Article through Inter Library Loan> login to your ILLIAD account > submit your request!

Within 48 Business Hours, you will get an email. Click on the link> login to your ILLIAD account> and then select View Electronically Received Articles:

For all Non-Article Requests, select the appropriate item (Book, Book Chapter, etc) from New Request, complete the selected information, and click submit. An email will arrive, when the PDF of the item or the book is available for pickup.

Please contact interlibraryloan@utoledo.edu or call (419.530.2175 or 419.530.2576) with any questions!

Note: Keep the problem on your screen, take a screenshot, or make note of the Transaction Number (left hand side of the screen when you login to your account) and provide that information in an email or phone call with the Inter Library Loan department.