If you wish to make Document Delivery requests to your library, you must have an account in NILDE. To create an account, simply click on Register for your library's NILDE service, as shown in figure 1.

Register as follows:
- creation of a traditional account where credentials are issued by the NILDE system
When registering, the user will be asked if he/she has IDEM-GARR institutional credentials; the procedure will guide the user through the creation of the account according to the answer. Select NO to create a traditional account.
Registration - Traditional account

Traditional user registration takes place in 4 steps.

1. Having clicked on No, you will have to choose Username and Password;

![Image: Registration of a traditional user who does not have an IDEM-GARR institutional account: username and password entry form]

Figure 2: Registration of a traditional user who does not have an IDEM-GARR institutional account: username and password entry form
2. In the second step, the library must be selected, searching by parameters such as province, institution or by keyword;

![User registration: library selection](image)

*Figure 3: User registration: library selection* The example shows a list of libraries searched by institution.

3. Complete the form with your personal information. Fields with * are mandatory;
REGISTRATION MUST BE CARRIED OUT BY ENTERING ONLY THE INSTITUTIONAL E-MAIL ADDRESS:

NAME_SURNAME@STUDENTI.UNICAMPANIA.IT

NAME_SURNAME@UNICAMPANIA.IT

Figure 4: User registration: personal information form

4. The final registration screen will display a summary of the data entered during the procedure.
If the registration is successful, the system sends a confirmation email to the user, however, the user cannot use the account until the library has enabled it. As soon as the library has enabled the user account, the system sends a second activation confirmation email.
User login and credential recovery

The login area is the access to the system for both user and library authentication. The traditional login is done by entering the username and password chosen during registration.

Figure 12: NILDE login screen with the two types of login: traditional and institutional. After login, the system brings users to NILDE.
Credential recovery

Those who access the NILDE service via the traditional login can retrieve their forgotten credentials by going to I don’t remember my login details!

Figure 13: NILDE login screen with the item I don’t remember my login details! highlighted to retrieve my credentials.
Now enter your username and/or e-mail address and enter the captcha, as shown in figure 14. Then click on Verify Account.

Figure 14: Credentials recovery procedure: Form to be filled in

If the data entered are correct, the system sends the user an email containing a link which, when opened, directs the user to a screen from which the new credentials are activated.

You will then receive a second e-mail with the same credentials confirming that the procedure was successful (see fig.15).
Figure 15: Credentials recovery procedure: Screen with new credentials to access NILDE.

Once you have logged in, the system takes you to your Personal Area of NILDE users, which allows you to manage your bibliography and send document requests to the library to which you are subscribed.

Possible operations are:

- Edit the user's personal data and the summary of the data of the library to which the user is subscribed;
- Forward the DD request for the document to the library to which the user is subscribed;
- Display the processing status of the request.
Figure 1: NILDE Personal User Area.
Modifying personal data

By clicking on the button to the left of the Welcome message, the menu for editing the user’s personal data opens and it is possible to view the data of the library to which the user is subscribed.

Figure 2: Screenshot of the NILDE Personal Area with the Welcome button highlighted to open the personal data edit menu.

Click on edit to modify your data. Some of these are mandatory at the time of registration but can be changed at any time. In particular, the user’s qualification must be selected from the drop-down menu which will only show the standardised qualifications possible for the type of institution to which the library belongs. The Institute or Department will be selectable if the library manages users from different university departments or research institutes.
Figure 3: Screen with the personal data menu open.
Figure 4: Edit personal data menu screen with editable fields.
How to make an application

You can insert a new reference in the bibliography by clicking on Insert New. Then select the document type. The fields to be completed vary depending on the type of document.

Figure 5: Inserting or requesting a new document: selecting the type of document to be inserted or requested
Figure 6: Inserting or requesting a new document: filling in the descriptive fields of an Article
Figure 7: Entering or requesting a new document: filling in the descriptive fields of a Part or Book Chapter

The more detailed a request is, the easier and faster it will be to find the document!

You must always fill in the Journal/Book Title, Article/Section Title, Author, Year, Start and End Page.
Figure 8: Entering or requesting a new document: Detail of additional data to be completed in case of a request to the library.
It is also recommended to enter ISSN of the journal and ISBN of the book.

The user, when submitting the request, has the option of informing his or her library of the intention to incur any additional costs for the retrieval of the material outside the NILDE network.

There are 3 options:

1. I WOULD LIKE TO BE INFORMED of the amount before deciding;
2. I DO NOT ACCEPT any additional costs;
3. I ACCEPT any additional cost.

If the library has to charge for the document, the user will receive an email specifying the amount of the additional cost and giving the user the possibility to accept or refuse the conditions proposed by the library.

NB
It is not necessary to make this notification as the library only provides this service free of charge.

Only bibliographic data and library notes are transmitted in the event of a request. To save the reference in your bibliography, simply click the Save button.

Please note: if you save, the request will not be sent, but you can request the document at a later date.

If, on the other hand, you wish to forward the request to your library, click on Request.

In both cases, you can view the reference in the Reference Manager.

To request a saved document, click on the reference to view it in detail and, on the left-hand side at the bottom, click on Request.
Figure 9: NILDE User Personal Area with details of the open bibliographic reference to be requested by clicking on 'Request'.
Request Status

The status of the request is visible through three types of traffic lights:

1. Yellow traffic light: the request is being processed;
2. Red traffic light: the request is pending;
3. Green traffic light: the request has been dealt with. In this case, the library informs the user how the document will be delivered.

Figure 10: Reference manager of NILDE users with the detail of a bibliographic reference received.