

Directions to register for the Gale databases

1. Each division should identify a contact person. This name should be sent to Charlie Makela at cmakela@mail.vak12ed.edu
2. Each division's contact should complete the online registration form at the Gale Web site at <http://saeweb.gale.com/va>. Be prepared to enter the IP addresses for each school along with the contact's name and email address.
3. On the Web site select from the following options:
 - o For the Registered Member's Page - To see if the school's account has been created
 - o Information for new members and to register IP range or set up password
 - o To change any of location's IP address information
 - o To contact Gale Technical Support or other Gale staff
 - o To order materials for training and bibliographic instruction
 - o For information about the products purchased by Virginia Public Libraries
 - o For directions on how to construct links for location's home page
 - o For Remote Patron Access/Home Access information please contact Carol Adams at 800-336-5266 ext. 6923774
 - o To change the interface on InfoTrac databases (OneFile, General Reference Center, Expanded Academic, Student Edition)
 - o To configure or view location's usage statistics