NYTimes.com Access Step by Step Directions for Univ/La Verne Library and members

**Step 1:** Make sure you are not already logged into NYTimes.com; to quickly check – go to NYTimes.com, and click on your name if it appears on upper right. Note the current username or email and password from NYTimes.com; if you forgot password to NYTimes.com, have it reset at [www.NYTimes.com/Forgot](http://www.NYTimes.com/Forgot). Then log out of NYTimes.com.


And sign in with University of La Verne Library email credentials. *This process is for NYTimes.com activation only.*
Step 3: See NYTimes.com Group Pass page, and select “Create an account” if you are new to NYTimes.com and have not yet registered on the NYTimes.com website before - OR - select “Log in to continue” if you already have registered at NYTimes.com before with any email address. Use same email address as prior when logging into NYTimes.com Pass.

Step 4: Create a new profile on NYTimes.com by entering in your email address as username, and creating a password. OR enter in your personal and pre-existing NYTimes.com log in profile like the example below as you noted from step 1.
Step 5: After doing either the above example or by creating a profile, it will advance you to the screen below. Click on the blue button “Go to NYTimes.com” to start your pass. Remember the expiration time and date for when you need to go and grab a pass again by repeating steps 1 – 4 by simply logging in.

Step 6: See NYTimes.com home page. Do not sign out so NYTimes.com remembers your personal credentials on your personal device. Note: if working from a public computer, please do sign out. Your NYTimes.com account may be signed into from any computer using same email and password as in set up. No need to go through proxy URL again.
Step 7: Final – confirmation that you have a pass associated with the University of La Verne. If you go into “MY Account” page under the username, you will see under DIGITAL SUBSCRIPTION that you have “shared access”.

Final note: if someone selects “cancel”, it will detach their pass from the University of La Verne’s main group pass account with unlimited access to NYTimes.com, and will keep the individual on NYTimes.com as registered user with access to 10 articles from NYTimes.com, which resets monthly.

The action of “cancelling” an account may be used for library personnel who want to test the access or share by example the steps as noted here for grabbing a pass within the main library’s group pass account with NYT. Once an account holder’s group pass access as been “cancelled”, they may reclaim another pass anytime by selecting “Log in to continue” from the main group pass page as seen by the screen for Step 3.