

# Navigating the E-Library – MyLOFT

## OVERVIEW

? MyLOFT (My Library on Fingertips) enables you to access e-books, e-journals, and other databases in one place.

## WHAT YOU'LL LEARN

- ? Sign in to MyLOFT for the first time using a computer or mobile phone.
- ? Set a new password during your first login.
- ? Install the MyLOFT browser extension on a computer.
- ? Download the MyLOFT mobile app.
- ? Open and search databases, then download or save results.

## SIGN IN

Sign in to MyLOFT: [app.myloft.xyz sign-in page](https://app.myloft.xyz/sign-in)

## 1. Log in to MyLOFT for the First Time

### A. For Accounts Created by the Library

- Open the MyLOFT sign-in page directly: [app.myloft.xyz](https://app.myloft.xyz) – or reach it through the Library website: <https://tangaza.ac.ke/library/>.
- Enter your TU-issued Gmail address.
- A password setup link will be sent to your TU Gmail account.
- Open the link in your email and create your MyLOFT password.
- Return to MyLOFT and log in using your TU Gmail address and new password.

### B. To Create Your Own Account

If you do not have a MyLOFT account:

1. Open the MyLOFT sign-in page directly: [app.myloft.xyz](https://app.myloft.xyz) – or reach it through the Library website: <https://tangaza.ac.ke/library/>.
2. Click Sign Up.
3. Enter your TU-issued Gmail address and the required details.
4. Check the box to agree to the Terms of Use and Privacy Policy.
5. Check your TU Gmail account inbox for the verification link.
6. Return to MyLOFT and log in using your TU Gmail address and password.

## For Computer Users

- Install the MyLOFT browser extension when prompted.
- Follow the on-screen instructions to complete the installation.

## For Mobile Phone Users

- Download the MyLOFT mobile app from the Google Play Store or Apple App Store.
- Open the app and log in using your TU Gmail address and MyLOFT password.

## 2. Find E-Resources

- After logging in, go to E-Resources.
- Click on All Databases.
- Select your preferred database from the list, e.g. EBSCO, JSTOR, Emerald.

## 3. Search for Information

- In your preferred database, enter a title, author, subject, or keyword in the search box.
- Click Search to view the results.
- Use the available filters to narrow your search if necessary.

## 4. Access the Resource

- Click on the resource you need from the search results.
- MyLOFT provides access to the full text where it is available.
- For an e-book, select the book and navigate to the required chapter or section.

## 5. Save or Download

- You can save articles or other available content for later use.
- Download the PDF.
- Save the content in MyLOFT for offline reading and access it later through your Collections.

### QUICK TIPS

- Explore different databases for better results.
- Save useful articles for later reading.
- Always cite the sources you use in your assignments.

**Need help?** For assistance with MyLOFT or e-resources, contact: [elibrary@tangaza.ac.ke](mailto:elibrary@tangaza.ac.ke)

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