1. At login screen type, S followed by your Student ID number. Example: S1234567

2. Type password (Your Metrolink or MCCKC portal password).

3. Click on Alpha List. Scroll down the alphabetical list of Online Databases and click on Lexis-Nexis Academic Universe.

4. Click on the News tab near the top of the screen.

5. Under Sources click on the down arrow. Select The New York Times. Fill in the desired information and click on Search. A list of articles will appear. Click on the article title link to view article.

6. To print, use Lexis-Nexis print button, not the print button on the tool bar. Click on the printer icon. Click on the red print button, another print box will appear. Click on Print.

Hints for using Lexis-Nexis:

1. If, after viewing articles you want to change your search terms, click on GO by the “edit search” button to return to your search screen. Do not use the back button.

2. Articles can be downloaded or e-mailed to another computer.