Researcher Instructions for Registering and Creating an Account for the UNC/Duke Special Collections Library Request System

The following steps should help you complete the registration process in a few minutes.

First, go to the Log In page in any web browser: https://unc.aeon.atlas-sys.com/
This page will be your starting point each time you sign on to the Request System/Research Account.
You can also reach this page from a convenient link on the Special Collections website by navigating to LOG IN TO UNC/DUKE SPECIAL COLLECTIONS LIBRARY REQUEST SYSTEM near the top right hand side of all Special Collections pages.

Next choose the appropriate login method from the three boxes:
- UNC CHAPEL HILL ONYEN
- DUKE NETID
- ALL OTHERS - For anyone who does not have an active Onyen or NetID, you will be asked to create a login with your email address as your username and any password during registration.

All patrons will complete the researcher agreement and reader registration form.

Once you have successfully completed the registration process online you should be automatically directed to the Main Menu of your new Request System account, which looks like this:

The first time you visit the Health Sciences Library after completing your registration and creating a Request System account you will need to complete the registration process by showing a staff member a valid ID and having your picture taken for our records. Acceptable IDs include unexpired government issued photo IDs such as a Driver’s License or passport and college or university IDs.
Because we will have your picture and information in our system, you will not need to register or show ID every time you visit the library. We ask that you simply check in with a staff member at the Reference Desk so that he or she can sign you into the Reading Room and help you with any item requests that you may have placed.

Once you have registered and created an account you can request special collections materials in several ways:

Directly from the UNC University Libraries online catalog, any time you see the Request Icon in a record.

Directly from archival and manuscript collection finding aids, using the Request Icon on the navigation menu.

Using a New Request form from within your new Request System account.

Please remember to close the browser each time you finish using the Request System on a public computer.