

Note: If you previously had an ERes admin account, please email libraryreserve@fordham.edu to claim your Ares account and password.

Creating an account:

1) Navigate to [Ares](#), click on **Create Account**, and complete the User Information form.

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ARES Electronic Reserves

Ares Logon

* Indicates required field

* Ares Username:

* Ares Password:

Logon to Ares [Forgot your password?](#)

ARES Instructional Guides

- [Ares Faculty Guide: Creating an account and course](#)
- [Ares Faculty Guide: Adding material](#)
- [Ares Faculty Guide: Cloning and cross listing](#)
- [Ares Faculty Guide: Adding a course user proxy](#)
- [Ares Faculty Guide: Adding other instructors' courses](#)
- [Ares Student Guide: Using Ares](#)

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Welcome to ARES!

Need Help? Our Guides (at left) can walk you through the process of claiming or creating an account and other features of ARES.

If you need additional assistance, please e-mail libraryreserve@fordham.edu or call your campus Reserves Desk:

Rose Hill - 718-817-5109
Lincoln Center - 212-836-8061
Westchester - 914-367-3060

New to ARES?

Faculty:
If you have had a course page on E-Res, your new ARES account **already exists**. Please e-mail libraryreserve@fordham.edu to obtain your ARES username and password. Otherwise, **Create an Account** now.

Students:
You will need to **Create an Account** in order to access your course pages. Your username should match your Access IT username, but your password may be any value you choose.

- 2) After you have filled in the required account information, the account request will be sent through Ares to the Reserve Staff. All first-time Ares users will need to have their accounts approved before accessing their course pages can be made available to students.

New Ares Account * Indicates required field

* First Name	<input type="text" value="John"/>
* Last Name	<input type="text" value="Michael"/>
* Fordham Identification Number (FIDN)	<input type="text" value="01234567"/>
* E-mail Address <small>Fordham e-mail account strongly preferred</small>	<input type="text" value="jamichael2910@fordham.edu"/>
* Status	<input type="text" value="Faculty"/>
Department <small>Faculty and graduate assistants, please indicate your academic department.</small>	<input type="text" value="Sociology (SOC1)"/>
* Username <small>The username you choose is specific to Ares only and is case sensitive.</small>	<input type="text" value="jamichael"/>
* Password <small>The password you choose is specific to Ares only and is case sensitive.</small>	<input type="password" value="*****"/>
* Confirm Password <small>Case sensitive.</small>	<input type="password" value="*****"/>
Password Hint	<input type="text"/>
Default Course Email Subscriptions	<input checked="" type="radio"/> Automatic <input type="radio"/> Manual

Changing account password:

To change your admin account password, log into your account and click **Change Password** located under **Ares Tools** on the left-hand side of the screen.

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ARES Electronic Reserves

- **Main Menu**
- **Instructor Tools**
 - ↳ Create a New Course
 - ↳ Current & Future Courses
 - ↳ Archived Courses
- **Ares Tools**
 - ↳ Edit Profile Information
 - ↳ **Change Password**
 - ↳ My ARES E-mails
- **Switch to Student Mode**
- **Logoff facultytest**

Main Menu

Choose an option from the choices below.

Current Courses			
Semester/Term	Course Number	Course Name	Reserve Items
Fall 2015	PHIL3001	Philosophical Ethics	2 items available, 2 total items.

Also view future courses

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Creating a course:

You can start creating course pages after creating an account. Please note: your pages will not be visible to students until your account has been cleared. After you log into your account, there will be a list of account options in the left-hand column. Please make certain you are in **Instructor Mode**.

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Main Menu

- Main Menu
- Student Tools
 - ↳ Search Courses
 - ↳ Search Items
 - ↳ My Favorites
- Ares Tools
 - ↳ Edit Profile Information
 - ↳ Change Password
 - ↳ My Ares EMails
- **Switch to Instructor Mode**
- Logoff facultytest

Main Menu

Choose an option from the choices below.

My Courses

You currently are not registered for any courses in the Ares system.
To add courses to your account, Search Courses

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Welcome

Delete

Your Ares account has been created. Reserves staff will clear your account within 24 hours Monday - Friday. When your account is ready, you will receive email to alert you that you may create courses and post reserve materials.

1) Once in **Instructor Mode**, select **Create a New Course** located under **Instructor Course Tools**.

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Main Menu

- Main Menu
- **Instructor Tools**
 - ↳ **Create a New Course**
 - ↳ Current & Future Courses
 - ↳ Archived Courses
- Ares Tools
 - ↳ Edit Profile Information
 - ↳ Change Password
 - ↳ My Ares EMails
- Switch to Student Mode
- Logoff facultytest

Main Menu

Choose an option from the choices below.

Current Courses

No courses found.

Also view future courses.

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Welcome

Delete

Your Ares account has been created. Reserves staff will clear your account within 24 hours Monday - Friday. When your account is ready, you will receive email to alert you that you may create courses and post reserve materials.

2) Fill out the form. Please note:

Fields labeled with *are **REQUIRED**.

- When filling out the **Course Number** field, please make sure to include the departmental abbreviation. (example: PHIL1000)
- It is not necessary to create multiple course pages for each section. Simply enter all of the section numbers that pertain to the created class in the **Section Number** field.
- The default pickup location is where the request will be sent. If it is an LC request, make sure the field is set to Quinn Library; RH request to Walsh Library; FW request to Fordham Westchester Library.

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- **Main Menu**
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* Indicates required field

Create a Course

Course Information

* Course Name	<input type="text" value="Philosophical of Human Nature"/>
* Course Number <small>e.g. PHIL1000</small>	<input type="text" value="PHIL1000"/> a
Section Number	<input type="text" value="R04, R09, R11"/> b
* Instructor <small>(Last Name, First Name)</small>	<input type="text" value="Guide, Faculty"/>
* Department	<input type="text" value="Philosophy (PHIL)"/>
* Course Semester	<input type="text" value="Fall 2015"/>
Course URL	<input type="text"/>
Course Enrollment	<input type="text"/>
Course Description	<div style="border: 1px solid #ccc; height: 40px;"></div>
* Please select a campus library for this course	<input type="text" value="Walsh Library"/> c

3) When you have completed the form, click the **Create Course** button at the bottom of the page. Your class details will appear on the page that follows.

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- **Main Menu**
- **Instructor Course Tools**
 - ↳ Add Reserve Items
 - ↳ Course Home
 - ↳ Edit Course
 - ↳ Cross Listings
 - ↳ Course Proxy Users (Teaching/Graduate Assistants)
 - ↳ Authorized Users (Students Enrolled)
 - ↳ Reserve Item Statistics
 - ↳ Export Course Info
 - ↳ Clone Course
- **Instructor Tools**
 - ↳ Create a New Course
 - ↳ Current & Future Courses
 - ↳ Archived Courses

Your course has been added to Ares.

Course Details

PHIL3001 Philosophical Ethics
Fall 2015
Guide, Faculty

Email subscriptions allow you to receive an email notification when a new item becomes available in this course.
You are currently **not** subscribed. [Subscribe Now](#)

 *Click for email subscriptions.*

Sort By ▾ Save Order

Reserve Items

There are no items in this course.

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Note: If you would like to receive email notifications when items are made available for your course, click the **Subscribe Now** link located under **Course Details**.