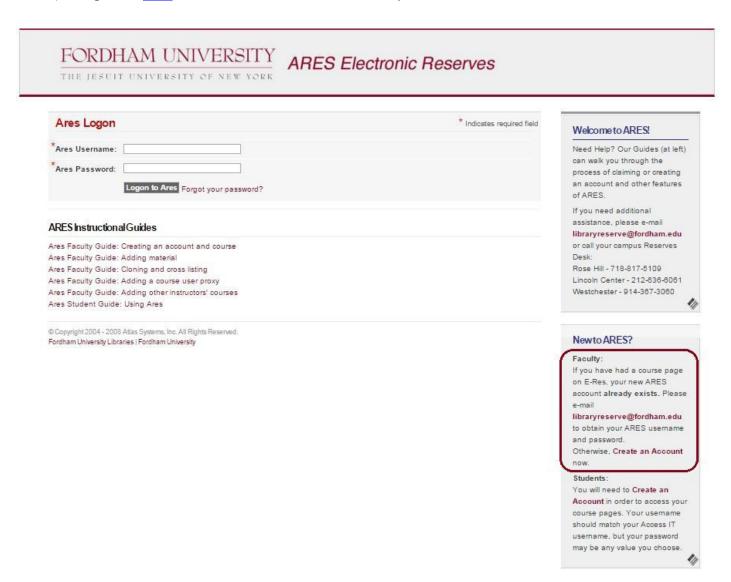
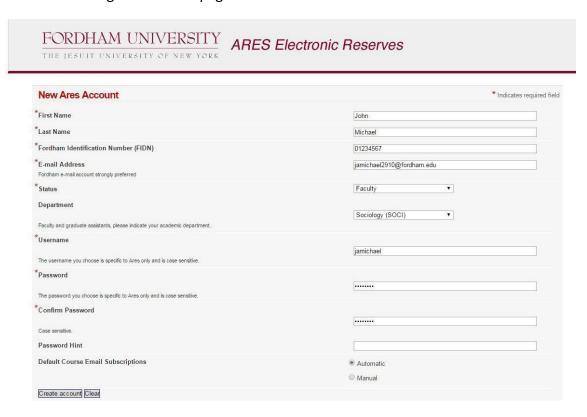
Note: If you previously had an ERes admin account, please email <u>libraryreserve@fordham.edu</u> to claim your Ares account and password.

## **Creating anaccount:**

1) Navigate to Ares, click on Create Account, and complete the User Information form.

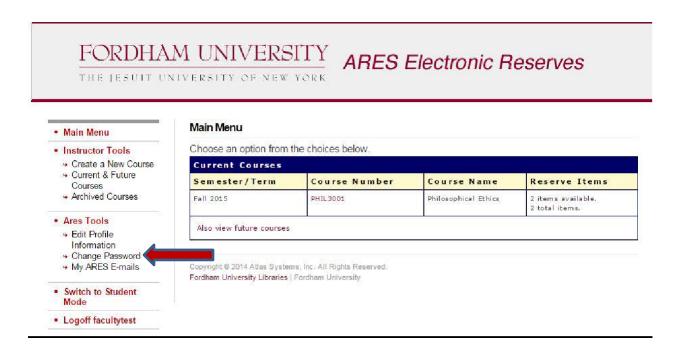


2) After you have filled in the required account information, the account request will be sent through Ares to the Reserve Staff. All first-time Ares users will need to have their accounts approved before accessing their course pages can be made available to students.



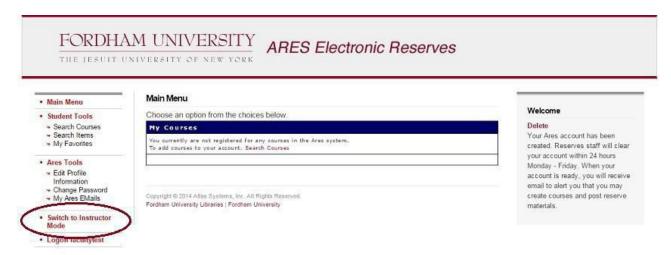
## **Changing account password:**

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.



## **Creating acourse:**

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**.



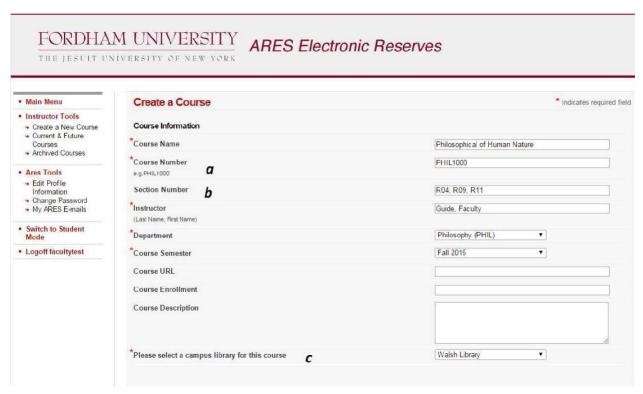
1) Once in Instructor Mode, select Create a New Course located under Instructor Course Tools.



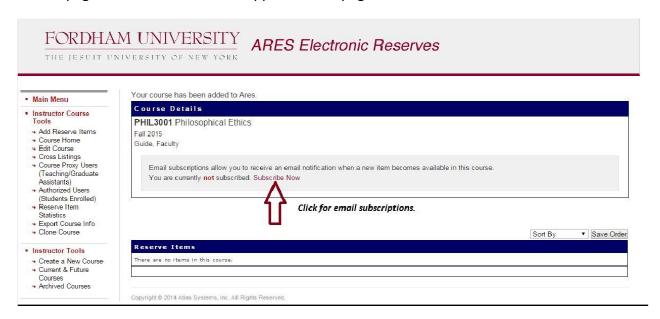
2) Fill out the form. Please note:

Fields labeled with \*are REQUIRED.

- a) When filling out the **Course Number** field, please make sure to include the departmental abbreviation. (example: PHIL1000)
- b) 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.
- c) 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.



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.



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**.