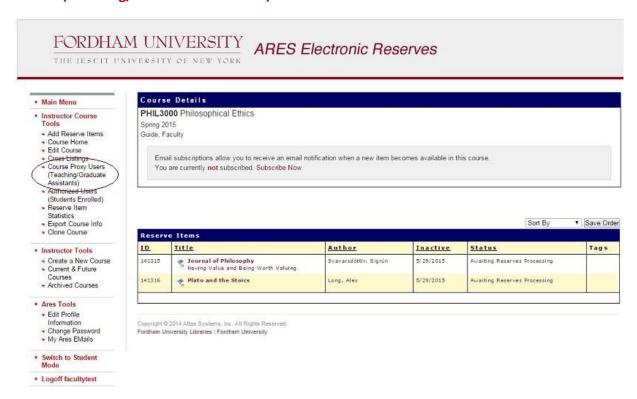
Ares Faculty Guide: How to add a course proxy user

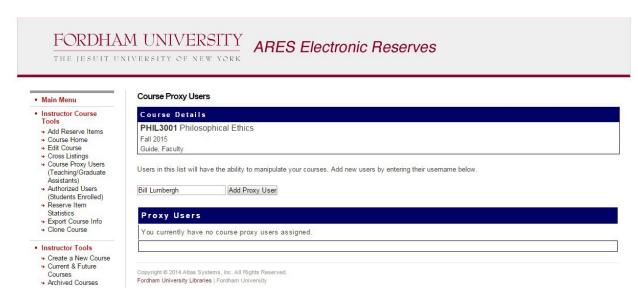
If you have a teaching/graduate assistant, you can add them as a course proxy user to a specific course. Doing so grants them the privilege to add, edit and delete reserve items, view reserve item usage, modify Instructor tags, and add and remove Authorized Users (i.e., enrolled students) from that specific course. To add a course proxy user, please follow these steps.

Note: Please delete course proxies at the end of the semester.

- 1) Log into Ares, and either create a new course or select a current course from the table.
- 2) Once the course has been created or selected, click on **Course Proxy Users** (Teaching/Graduate Assistants) located under Instructor Course Tools.



3) Type the username of the person you wish to add as a course proxy and click Add Proxy User.



Note: Users must have an Ares account in order to be made a course proxy. If this person does not have an Ares account, please ask them to create an account first. Once their account is created and approved by Reserve Staff, you may add them as a proxy. Once the user has been added, you will see their username and full name in the **Proxy Users** table.

Removing Course Proxy:

To remove a proxy user, simply click on Remove [username] in the Proxy Users menu. A proxy user will no longer have access to the Instructor Course Tools for the course after removed.