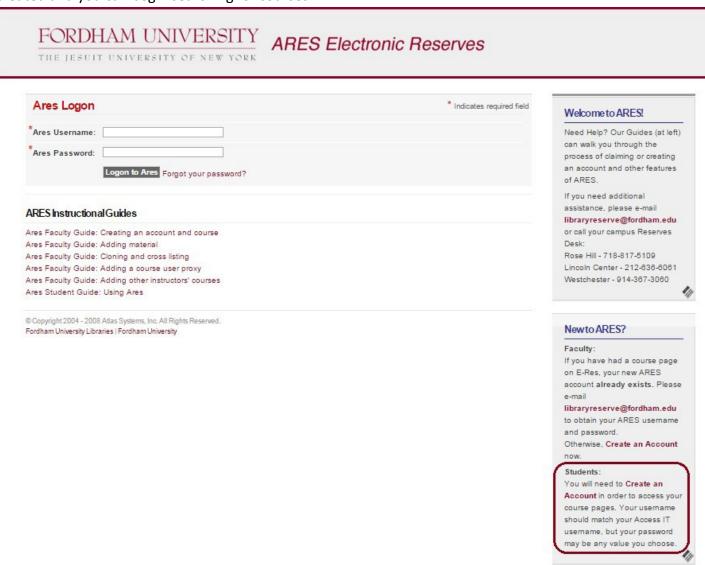
To access your course and readings, you must first create an Ares account. Please follow these steps to create your account.

Creating your account:

1) Navigate to Ares, click on Create Account, and complete the User Information form. After you have submitted the required account information (indicated with an asterisk), your account has been created and you can begin searching for courses.



Note: The Course Email Subscriptions option at the bottom of the form is a feature that gives instructors and students the option to be notified by email when items are made available for a course.

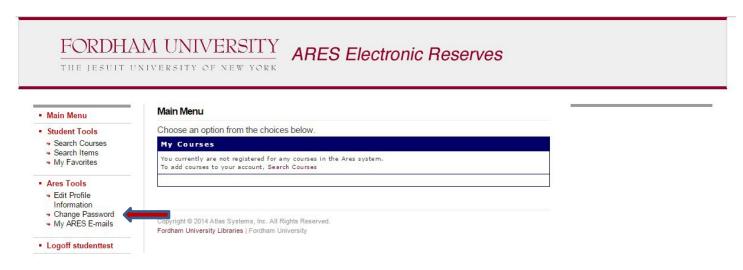


Selecting Automatic directs Ares to send the email and notification automatically for all classes whenever reserves items are posted.

Selecting Manual gives the user the option to subscribe to email notifications and cancel subscriptions on a course-by-course basis from within the Course Details window.

Changing your account password:

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



Searching for your course:

Once your account has been created, you are ready to search for yourcourse.

1) Click Search Courses under Student Tools, and search either by Instructor, Course, or Department.

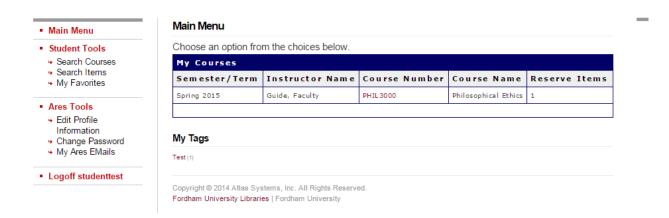


2) Once you locate the course, click Add Course and type the course password your instructor provided you. Only the instructor of the course can provide you with this password.

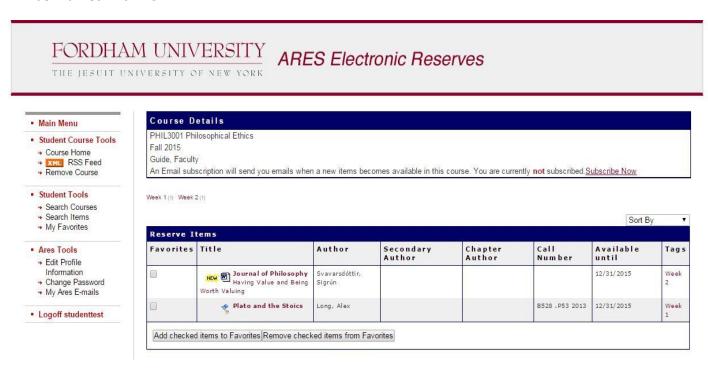


Viewing items on a course page:

To view course reserve items, click Main Menu on the left side of the page; the list of courses you have added will appear in the center of the page under My Courses.



Once you select a course, you will see a list of items on reserve for that course. Items you have not viewed yet will be marked with New.



Here you will be able to add items to your favorites (My Favorites is found on the left side of the page under Student Tools) or view any personal tags you have added to items (directions on adding personal tags can be found below).

Click on an item to view the record. This allows you to view the item if it is an electronic reserve item, or view the location and call number if it is a hardcopy reserve item.

Example of an e-reserve item:



Example of a hardcopy reserve:



Reserve Desk.

Adding personal tags:

Personal tags can be added to readings for easy viewing and organizing. Any tags added can be found under My Tags located under the Main Menu screen. To add a personal tag, click on an item, add the tag to the Personal Tags box, and click Modify Tags to save. Note you can add multiple tags to a reading. To delete a tag simply click on the tagged item and remove the tag from the **Personal Tags** box.

a)



b)



Removing a course from your list:

To remove a course from your list, select the course and click **Remove Course** under **Student Course Tools**. Note that once a course is removed you will **no longer** have access to that course or its reserve items.