

Adding a CLASS Proxy User – Library Course Reserves

To add a proxy user to a specific course.

Step 1: Log on to your Library Course Reserves Account by entering your username and password at: <https://loan.library.wmich.edu/ares/ares.dll>

The screenshot shows the login interface for the Library Course Reserves system. At the top left is the "University Libraries" logo. The main heading is "Library Course Reserves". Below this is a "Please logon." section with a "Sign in" link and a note that an asterisk indicates a required field. There are two input fields: "Bronco NetID or Legacy Login Name:" and "Bronco NetID or Legacy Password:". A "Sign in" button is located below the password field, with a link for "Trouble signing in?". Below the button is the contact information for the Resource Sharing Center: "Call the Resource Sharing Center, (269) 387-5175, Mon-Fri 8am - 5pm". On the right side, there is a "Need help?" section with contact information for the Resource Sharing Dept. (269) 387-5172, Monday - Friday, 8:00 a.m. - 5:00 p.m. At the bottom left, there is a copyright notice: "Copyright © 2004 - 2007 Atlas Systems, Inc. All Rights Reserved. University Library Home | WMU Home".

Step 2: Click on the class you wish to add the CLASS Proxy User, to expand your Main Menu to include **Instructor Class Tools.**

The screenshot shows the main menu and class details page for the Library Course Reserves system. At the top left is the "University Libraries" logo. The main heading is "Library Course Reserves". On the right side, there is a search bar with a "Search" button. The main menu is located on the left side and includes the following items: "Logoff b0bronco", "Switch to Student Mode", "Main Menu", "Instructor Class Tools" (with sub-items: Class Home, Edit class, Cross Listings, Delete Class, Clone Class, Class Proxy Users, Add Reserve Items, Chat, Messageboard, Reserve Item Usage), "Instructor Tools" (with sub-items: Create a new class, Previous Classes, Upcoming Classes, Full Proxy Users), and "Ares Tools" (with sub-items: Change User Information, Change Password, My EMails). The main content area is titled "Class Details" and shows the following information: "HPER 9999 Introduction to Becoming a Mascot", "Summer 2009", "BRONCO, Buster". Below this is a box with the text: "Email subscriptions allow you to receive an email notification when a new item becomes available in this course. You currently **not** subscribed. [Subscribe Now](#)". Below this is a "Reserve Items" section with the text: "There are no items in this class.". At the bottom left, there is a copyright notice: "Copyright © 2004 - 2007 Atlas Systems, Inc. All Rights Reserved. University Library Home | WMU Home".

Step 3: Click on Class Proxy Users under **Instructor Class Tools**.

The screenshot shows the 'Library Course Reserves' page for the class 'HPER 9999 Introduction to Becoming a Mascot'. The left sidebar contains a navigation menu with categories: Logoff b4bronco, Switch to Student Mode, Main Menu, Instructor Class Tools (with sub-items: Class Home, Edit class, Cross Listings, Delete Class, Clone Class, Class Proxy Users, Add Reserve Items, Chat, Messageboard, Reserve Item Usage), Instructor Tools (with sub-items: Create a new class, Previous Classes, Upcoming Classes, Full Proxy Users), and Ares Tools (with sub-items: Change User Information, Change Password, My E-mails). The main content area is titled 'Class Proxy Users' and includes a 'Class Details' box with the class name, semester, and instructor. Below this is a text prompt: 'Users in this list will have the ability to manipulate your classes. Add new users by entering their username below.' There is an empty text input field and an 'Add Proxy User' button. The 'Proxy Users' section below shows a message: 'You currently have no class proxy users assigned.' At the bottom, there is a copyright notice: 'Copyright © 2004 - 2007 Atlas Systems, Inc. All Rights Reserved. University Library Home | WMU Home'.

Step 4: Enter the person's username and click on button to add the CLASS Proxy User.

This screenshot shows the same 'Library Course Reserves' page as the previous one, but with the username 'garrison' entered in the text input field. The 'Add Proxy User' button is now highlighted. The 'Proxy Users' section below the input field now displays 'Remove garrison (Judy Garrison)'. The rest of the page, including the sidebar and class details, remains the same as in the previous screenshot.

Please contact lib-rsc@wmich.edu if you have any questions.