

Searching/Adding Classes – Library Course Reserves

Step 1: Log on to your Library Course Reserves account by entering your username and password at: <http://www.wmich.edu/library/reserves/>

The screenshot shows the login interface for the Library Course Reserves system. At the top left is the Western Michigan University Libraries logo. The main heading is "Library Course Reserves". Below this is a "Please logon." section with a "Sign in" button 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 positioned below these fields, along with a link for "Trouble signing in?". A contact number and hours are provided: "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. The footer contains copyright information for Atlas Systems, Inc. (2004-2007) and links to the University Library Home and WMU Home.

Step 2: Once you have signed in, you will be at your Main Menu.

The screenshot displays the Main Menu of the Library Course Reserves system. The header includes the Western Michigan University Libraries logo and a search bar. The main heading is "Library Course Reserves". On the left, there is a navigation menu with sections: "Logoff bbronco", "Main Menu", "Student Tools" (containing links for My Hot List, Search Classes, and Search Items), and "Ares Tools" (containing links for Change User Information, Change Password, and My E-mails). The central area is titled "Main Menu" and prompts the user to "Choose an option from the choices below." A prominent blue box labeled "My Classes" contains the message: "You currently are not registered for any classes in the Ares system. To add classes to your account, Search Classes". On the right, there is an "Alerts" section showing "No Alerts". The footer includes copyright information for Atlas Systems, Inc. (2004-2007) and links to the University Library Home and WMU Home.

Step 3: Locate your class by clicking on Search Classes under **Student Tools**










The screenshot shows the "Search Classes" page within the Library Course Reserves system. The header is identical to the previous screenshots. The left navigation menu is also present. The main content area is titled "Search by Department" and features a dropdown menu with "Heath Physical Education & Recreation" selected, followed by a "Go" button. Below this is a "Search by Instructor" section with a dropdown menu for "Choose an Instructor" and a "Go" button. The final section is "Search by Course", which includes dropdown menus for "Course Number" and "Starts with", followed by a "Go" button. The footer contains the same copyright and navigation information as the previous screenshots.

Step 4: Choose your Instructor and click the Go button.

WESTERN MICHIGAN UNIVERSITY LIBRARIES

Library Course Reserves

- **Logoff bbronco**
- **Main Menu**
- **Student Tools**
 - ↳ My Hot List
 - ↳ Search Classes
 - ↳ Search Items
- **Ares Tools**
 - ↳ Change User Information
 - ↳ Change Password
 - ↳ My E-mails

Classes					
	Course	Section Number	Name	Instructor	Reserve Items
	10000		tester	GARRISON, Judy	0
	333		pickup	GARRISON, Judy	0
	bb		bbbb	GARRISON, Judy	0
	lib 3333		new class	GARRISON, Judy	1
	pass		pass	GARRISON, Judy	0
	RSC 10000		Class Name	GARRISON, Judy	0
	RSC 222		Class Name 2	GARRISON, Judy	0
	test	jj	test	GARRISON, Judy	0
	test 3		test	GARRISON, Judy	0

Step 5: Click on Add Class to add the class to your Main Menu.

Step 6: Enter your Class Password provided by your Instructor to access your reserve materials.

WESTERN MICHIGAN UNIVERSITY LIBRARIES

Library Course Reserves

- **Logoff bbronco**
- **Main Menu**
- **Student Tools**
 - ↳ My Hot List
 - ↳ Search Classes
 - ↳ Search Items
- **Ares Tools**
 - ↳ Change User Information
 - ↳ Change Password
 - ↳ My E-mails

This class requires a password.

Class Details>

pass pass
Fall 2007
GARRISON, Judy

Class Password: (Provided by the instructor)

Please be advised that by adding this class, you agree to the following:

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

Step 7: Once the password has been entered, your class will be available on your main menu until you choose to remove it or the class expires.

WESTERN MICHIGAN UNIVERSITY LIBRARIES

Library Course Reserves

- **Logoff bbronco**
- **Main Menu**
- **Student Tools**
 - ↳ My Hot List
 - ↳ Search Classes
 - ↳ Search Items
- **Area Tools**
 - ↳ Change User Information
 - ↳ Change Password
 - ↳ My E-mails

Main Menu
new class added.

My Classes

Department	Course	Name	Reserve Items
LIB	10000	tester	0
LIB	333	pickup	0
LIB	bb	bbbb	0
LIB	lib 3333	new class	1

Alerts
No Alerts

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