

# Adding a FULL Proxy User – Library Course Reserves

Full Proxy Users will be able to modify the contents for all the courses you have on reserve.

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, there is a black header with the 'W' logo and 'University Libraries' text. Below this is a brown banner with 'Library Course Reserves' in yellow. The main content area has a light gray background with a pink header that says 'Please logon.' and 'Sign in' in red. To the right of the 'Sign in' text is a note: '\* Indicates required field'. There are two input fields: 'Bronco NetID or Legacy Login Name:' and 'Bronco NetID or Legacy Password:'. Below these fields is a 'Sign in' button and a link for 'Trouble signing in?'. A note at the bottom of the login area says 'Call the Resource Sharing Center, (269) 387-5175, Mon-Fri 8am - 5pm'. On the right side, there is a yellow box with 'Need help?' and 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: From the Main Menu under **Instructor Tools**, click on Full Proxy Users

The screenshot shows the 'Full Proxy Users' page in the Library Course Reserves system. At the top, there is a black header with 'WESTERN MICHIGAN UNIVERSITY LIBRARIES' and a search bar. Below this is a brown banner with 'Library Course Reserves' in yellow. On the left side, there is a navigation menu with the following items: 'Logoff b4bronco', 'Switch to Student Mode', 'Main Menu', '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 has a white background with a header 'Full Proxy Users'. Below the header is a paragraph: 'Users in this list will have the ability to manipulate your classes and add new classes on your behalf. Add new users by entering their username below.' There is an input field for the username and an 'Add Proxy User' button. Below this is a blue header 'Proxy Users' and a white box containing the text: 'You currently have no full proxy users assigned.' 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: Enter the person's username and click on the  button to add the FULL Proxy User.**

WESTERN MICHIGAN UNIVERSITY LIBRARIES

## Library Course Reserves

- **Logoff b4bronco**
- **Switch to Student Mode**
- **Main Menu**
- **Instructor Tools**
  - ↳ Create a new class
  - ↳ Previous Classes
  - ↳ Upcoming Classes
  - ↳ Full Proxy Users
- **Ares Tools**
  - ↳ Change User Information
  - ↳ Change Password
  - ↳ My EMails

### Full Proxy Users

Users in this list will have the ability to manipulate your classes and add new classes on your behalf. Add new users by entering their username below.

hayward added as a proxy user.

 

Proxy Users
Remove hayward (Julie Hayward)

Copyright © 2004 - 2007 Atlas Systems, Inc. All Rights Reserved.  
University Library Home | WMU Home

Please contact [lib-rsc@wmich.edu](mailto:lib-rsc@wmich.edu) if you have any questions.