

# Email Subscriptions – Library Course Reserves

To receive automatic email notifications when materials become available for a course.

**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 University Libraries Library Course Reserves. At the top, there is a navigation bar with the 'W' logo and 'University Libraries' text. Below that, the page title 'Library Course Reserves' is displayed. The main content area has a light pink header that says 'Please logon.' and a 'Sign in' link. To the right of the 'Sign in' link is a note: '\* Indicates required field'. Below this, there are two input fields: 'Bronco NetID or Legacy Login Name:' and 'Bronco NetID or Legacy Password:'. A 'Sign in' button is positioned below the password field. To the right of the button is a link for 'Trouble signing in?'. Below the button is a note: 'Call the Resource Sharing Center, (269) 387-5175, Mon-Fri 8am - 5pm'. In the bottom left corner, there is a copyright notice: 'Copyright © 2004 - 2007 Atlas Systems, Inc. All Rights Reserved. University Library Home | WMU Home'. On the right side of the page, there is a yellow box with the heading 'Need help?' and contact information for the Resource Sharing Dept. (269) 387-5172, Monday - Friday, 8:00 a.m. - 5:00 p.m.

**Step 2: From your Main Menu, click on the desired course.**

The screenshot shows the main menu of the Library Course Reserves system. At the top, there is a navigation bar with 'WESTERN MICHIGAN UNIVERSITY LIBRARIES' and a search box. Below that, the page title 'Library Course Reserves' is displayed. On the left side, there is a sidebar menu with the following items: 'Logoff bbronco', 'Main Menu', 'Student Tools' (with sub-items: 'My Hot List', 'Search Classes', 'Search Items'), and 'Ares Tools' (with sub-items: 'Change User Information', 'Change Password', 'My E-mails'). The main content area has a 'Main Menu' section with the text 'Choose an option from the choices below.' Below this, there is a 'My Hot List' section with a table. The table has columns: 'Hot List', 'Title', 'Author', 'Department', and 'Course'. The first row has a checked checkbox, a book icon, 'title', 'author', 'LIB', and 'lib 3333'. Below the table is a button that says 'Remove checked items from Hot List'. Below the 'My Hot List' section, there is a 'My Classes' section with a table. The table has columns: 'Department', 'Course', 'Name', and 'Reserve Items'. The rows are: LIB, 10000, tester, 0; LIB, 333, pickup, 0; LIB, bb, bbbb, 0; LIB, lib 3333, new class, 1. On the right side of the page, there is a grey box with the heading 'Alerts' and the text 'No Alerts'.

**Step 3: Click on Subscribe Now to receive automatic email notifications, if you have not already signed up for this service.**

## Library Course Reserves

- **Logoff bbronco**
- **Main Menu**
- **Student Class Tools**
  - ↳ Class Home
  - ↳ **XML** RSS Feed
  - ↳ Chat
  - ↳ Messageboard
  - ↳ Remove Class
- **Student Tools**
  - ↳ My Hot List
  - ↳ Search Classes
  - ↳ Search Items
- **Area Tools**
  - ↳ Change User Information
  - ↳ Change Password
  - ↳ My EMail

**Class Details**

lib 3333 new class  
 Fall 2007  
 GARRISON, Judy  
 An Email subscription will send you emails when a new items becomes available in this course. You currently are **not** subscribed.  
[Subscribe Now](#)

**Click on the icon to access the reserve item**

Hot List	Title	Author	Available until	UserViewed
<input checked="" type="checkbox"/>	 title	author	12/15/2007	<b>NEW</b>

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**Step 4: You will now receive email notifications when items are added to this course.**

You will now receive email notifications when items are added to the course

**Class Details**

lib 3333 new class  
 Fall 2007  
 GARRISON, Judy  
 An Email subscription will send you emails when a new items becomes available in this course. You are currently subscribed. [Please remove my subscription](#)

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