

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.

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ARES Electronic Reserves

Ares Logon * Indicates required field

* Ares Username:

* Ares Password:

[Logon to Ares](#) [Forgot your password?](#)

ARES Instructional Guides

- [Ares Faculty Guide: Creating an account and course](#)
- [Ares Faculty Guide: Adding material](#)
- [Ares Faculty Guide: Cloning and cross listing](#)
- [Ares Faculty Guide: Adding a course user proxy](#)
- [Ares Faculty Guide: Adding other instructors' courses](#)
- [Ares Student Guide: Using Ares](#)

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Welcome to ARES!

Need Help? Our Guides (at left) can walk you through the process of claiming or creating an account and other features of ARES.

If you need additional assistance, please e-mail libraryreserve@fordham.edu or call your campus Reserves Desk:
Rose Hill - 718-817-5109
Lincoln Center - 212-836-8081
Westchester - 914-367-3080

New to ARES?

Faculty:
If you have had a course page on E-Res, your new ARES account already exists. Please e-mail libraryreserve@fordham.edu to obtain your ARES username and password.
Otherwise, **Create an Account** now.

Students:
You will need to **Create an Account** in order to access your course pages. Your username should match your Access IT username, but your password may be any value you choose.

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.

Default Course Email Subscriptions Automatic Manual

[Create account](#) [Clear](#)

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.

FORDHAM UNIVERSITY THE JESUIT UNIVERSITY OF NEW YORK ARES Electronic Reserves

- Main Menu
- Student Tools
 - ↳ Search Courses
 - ↳ Search Items
 - ↳ My Favorites
- Ares Tools
 - ↳ Edit Profile Information
 - ↳ Change Password
 - ↳ My ARES E-mails
- Logoff studenttest

Main Menu

Choose an option from the choices below.

My Courses

You currently are not registered for any courses in the Ares system.
To add courses to your account, [Search Courses](#)

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Searching for your course:

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

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

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- **Main Menu**
- **Student Tools**
 - Search Courses
 - Search Items
 - My Favorites
- **Ares Tools**
 - Edit Profile Information
 - Change Password
 - My Ares EMails
- **Logoff studenttest**

Search by Instructor
Choose an Instructor ▾ | Go

Search by Course
Course Number ▾ | Starts with ▾ | Go

Search by Department
Accounting - Graduate (AC) ▾ | Go


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- 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.

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- **Main Menu**
- **Student Tools**
 - Search Courses
 - Search Items
 - My Favorites
- **Ares Tools**
 - Edit Profile Information
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 - My ARES E-mails
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Courses

	Course Number	Course Name	Instructor	Reserve Items
 Add Course	PHIL 3001	Philosophical Ethics	Guide, Faculty	1
Search Again?				

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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**.

- **Main Menu**
- **Student Tools**
 - ↳ Search Courses
 - ↳ Search Items
 - ↳ My Favorites
- **Ares Tools**
 - ↳ Edit Profile Information
 - ↳ Change Password
 - ↳ My Ares E-mails
- **Logoff studenttest**

Main Menu

Choose an option from the choices below.

My Courses				
Semester/Term	Instructor Name	Course Number	Course Name	Reserve Items
Spring 2015	Guide, Faculty	PHIL3000	Philosophical Ethics	1

My Tags

Test (1)

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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**.

- **Main Menu**
- **Student Course Tools**
 - ↳ Course Home
 - ↳ RSS Feed
 - ↳ Remove Course
- **Student Tools**
 - ↳ Search Courses
 - ↳ Search Items
 - ↳ My Favorites
- **Ares Tools**
 - ↳ Edit Profile Information
 - ↳ Change Password
 - ↳ My Ares E-mails
- **Logoff studenttest**

Course Details

PHIL3001 Philosophical Ethics
 Fall 2015
 Guide, Faculty
 An Email subscription will send you emails when a new items becomes available in this course. You are currently **not** subscribed. [Subscribe Now](#)

Week 1 (1) Week 2 (1)

Reserve Items

Favorites	Title	Author	Secondary Author	Chapter Author	Call Number	Available until	Tags
<input type="checkbox"/>	Journal of Philosophy Having Value and Being Worth Valuing	Svavarsdóttir, Sigrún				12/31/2015	Week 2
<input type="checkbox"/>	Plato and the Stoics	Long, Alex			B528 .P53 2013	12/31/2015	Week 1



Add checked items to Favorites | Remove checked items from Favorites

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:


[Back to PHIL3000 - Philosophical Ethics](#)

Reserve Item
 **Journal of Philosophy**
Having Value and Being Worth Valuing
Svavarsdóttir, Sigrún
[View this item](#)  **To view the item, click this link.**
[Export Citation](#)


Personal Tags
Comma separated list of tags to be assigned to this Item

Example of a hardcopy reserve:

[Back to CISC1000 - Test Page 1](#)

Reserve Item
 **The mathematics of infinity : a guide to great ideas**
Faticoni, Theodore G.
[Export Citation](#)

Personal Tags
Comma separated list of tags to be assigned to this Item

[This item is currently on reserves at the Walsh Library.](#)
QA248 .F29 2012  **Bring the call number with you to the 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)

Course Details
PHIL3001 Philosophical Ethics
Fall 2015
Guide, Faculty
An Email subscription will send you emails when a new items becomes available in this course. You are currently **not** subscribed. [Subscribe Now](#)

Week 1 (1) Week 2 (1)

Click an item you wish to add a personal tag to.

Sort By ▾

Favorites	Title	Author	Secondary Author	Chapter Author	Call Number	Available until	Tags
<input type="checkbox"/>	NEW Journal of Philosophy Having Value and Being Worth Valuing	Svavarsdóttir, Sigrún				12/31/2015	Week 2
<input type="checkbox"/>	NEW Plato and the Stoics	Long, Alex			B528 .P53 2013	12/31/2015	Week 1

Add checked items to Favorites Remove checked items from Favorites

b)

Back to PHIL3001 - Philosophical Ethics

Reserve Item

Journal of Philosophy
Having Value and Being Worth Valuing
Svavarsdóttir, Sigrún

View this item
Export Citation

Instructor Tags: Week 2

Personal Tags
Comma separated list of tags to be assigned to this Item

Add your personal tag(s) and click "Modify Tags" when done.

(1)

(2)

Modify Tags

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.