E-Reserves: Create New Student Account

1. Students new to Ares E-Reserves will need to create a user account.

2. All fields with * are required.
   - **NetID** is what you use to log into Moodle, SPARK, and your UMail account.
   - **Library Barcode** is located on the bottom right of your UMass student ID.
   - **E-mail Address** – This is your UMass OIT e-mail address and is mandatory.
   - **Status** refers to your student status at UMass (undergraduate/graduate).
   - **Password** should be a secure option. See the [OIT Guidelines](http://ereserves.library.umass.edu) for help.
   - **Department**. If you have more than one department, use primary major. If you have yet to declare a major, choose undeclared or other.

When done click on **Create Account**.
3. Once created, the **Main Menu** will appear. At first, no classes will appear on your main page, you will need to **Search** for and add your **Courses**.

   → **Select Search Classes from the left sidebar:**

   ![Main Menu](image)

   → Choose the **Instructor** name from the drop down menu and click **Go**.

   ![Search by Instructor](image)

   → You may also use the **Department** OR **Course Number**, but only one field is recommended.

4. Once the list of courses appears, click the **green** to **Add Class** to your **E-Reserves profile**.

   ![Courses](image)
5. **A course password is required; your professor will provide this to you.** This is the only time you will enter the instructor provided course password.

→ You will see the name of class added at the top of the **Main Menu** page above **My Classes** showing that the class has been added to your account.

→ **To view the items on this class, click on the course number or name.**

6. From then on when you log in, the main menu will show the courses added to your E-Reserves student account. You may add all of the classes that you are enrolled in!