ARES – Regis University’s new Electronic Reserve system

Instructor/Faculty Cheat Sheet

Create an Account

Do you have an Ares account? If in doubt, you probably don’t.
To create an account: go to reserves.regis.edu/ares and login with your RegisNet username and password. If you do not have a RegisNet username and password (perhaps you are part of a special program) you can select ‘create account’ in the top right corner of the screen.

Fill in the required information and wait for your account to be cleared by a member of Library Staff. This should not take long but in busy times, such as the start of the semester it may take longer.

When you are cleared you can start adding classes and documents.

Create Class

You will need to create a class to add documents.

Once you have filled out the information for the class and pressed submit, you can start adding documents immediately. Library Staff will review new class information when it is added to the system to avoid duplication.
If you are managing a class before the start of term it will be listed under ‘Upcoming Classes’.

IMPORTANT: If you wish to be added as an additional instructor to an existing class we can add you. You will need to contact us at reserves@regis.edu.

To add or request documents for your class select the class and then select ‘Add Reserve Items’.

Now you can select document type and then fill out a request for the material. Note that if you select a type that we do not support such as sound or video files, we will cancel the request.

You can choose to upload the material yourself if it is a PDF or Word/Excel file but the Library will remove the material if it violates University Copyright Policy. Everything that is uploaded is reviewed by staff.

If you do not have the material and you wish for us to find it, simply select ‘Please have Library Staff Pull Material off the Shelves’. This applies to electronic documents in addition to physical books.

If you own hard copies of the material but wish for Library Staff to scan the material you can select ‘I will bring material to the Library’.
If you are requesting a document from our databases then you do NOT need to select ‘Item should link to a website’. You can still select ‘Please have Library staff pull material from shelves’ and we will take care of the URL.

If you do select ‘Item should link to a website’, you will be prompted to enter a URL. If you do so, we will review it to make sure it will work for all students both on and off campus.

Tags

Tags replace folders as the new way to sort your documents. You can apply more than one tag to an item e.g. Week 1, Recommended Reading. Just make sure to separate with commas in the ‘Tags’ field on the submission form. You can see how it will look in ‘Switch to Student Mode’. Students will be able to select different tags so they see only what is listed under that tag.

Further questions should be directed to reserves@regis.edu.