

USC ARES: Adding A Full Proxy User

If you are too busy to take care of reserve matters personally, you may have an office assistant or TA work in Ares on your behalf by virtue of a proxy user account.

There are two kinds of proxy statuses available in Ares.

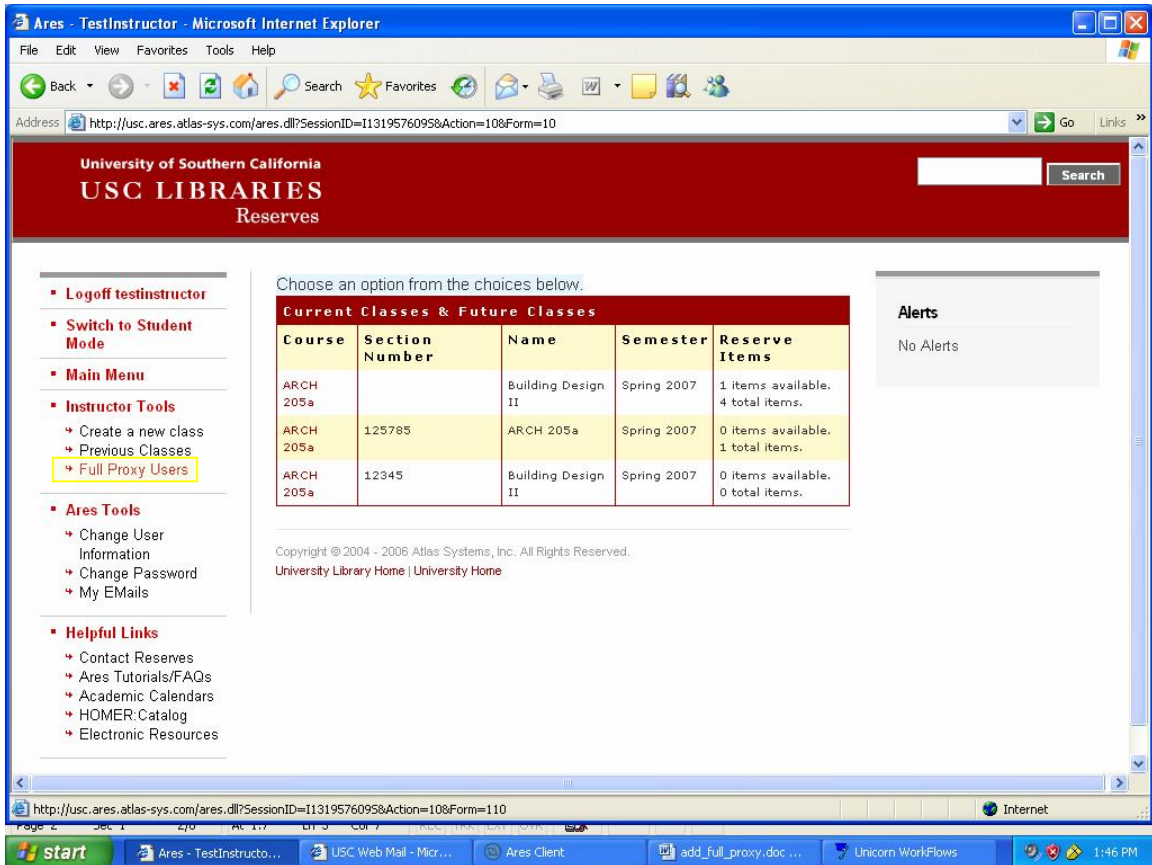
1. Class Proxy
 - a. A class proxy, by definition has access only to the class to which he or she is assigned. As such, the class must first be created by the instructor or someone with full proxy privileges before the class proxy may make additions to the class. A class proxy user may authorize students and add items to reserve for the class, however he or she may not modify the class information. A class proxy may be a TA or student assigned to manage the day to day posting of reserve materials for a specific class.

2. Full Proxy
 - a. A full proxy user has access to all of the instructor's privileges from his or her own account. A full proxy does not need to access the instructor's Ares account in order to do his or her work. A full proxy may also have access to multiple instructor accounts from his/her own account, without needing to know the username and password for each of the instructors whom he or she serves. A full proxy may create and modify classes for the instructor, assign class proxy users to the classes created and clone classes for future use as well as authorize students for immediate access to the class reserve list. A full proxy may be a Teaching Assistant, secretary or administrative assistant responsible managing day to day posting of reserve materials for an instructor.

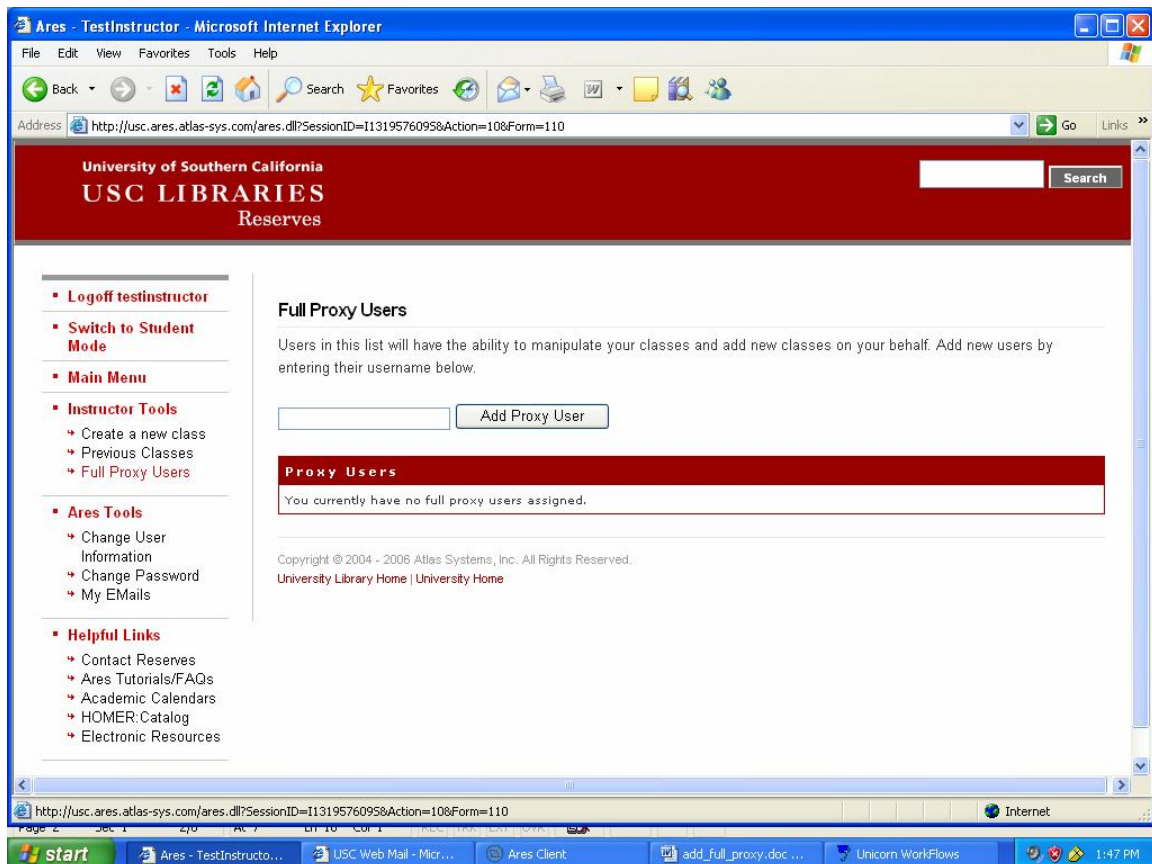
To create a FULL Proxy User

Step 1: Log onto Ares. The “Main Menu” will appear upon logging in.

Step 2: In left side navigation bar of the Main Menu, under “**Instructor Tools**”, click on “**Full Proxy Users**”.



The following screen will appear. See next page....



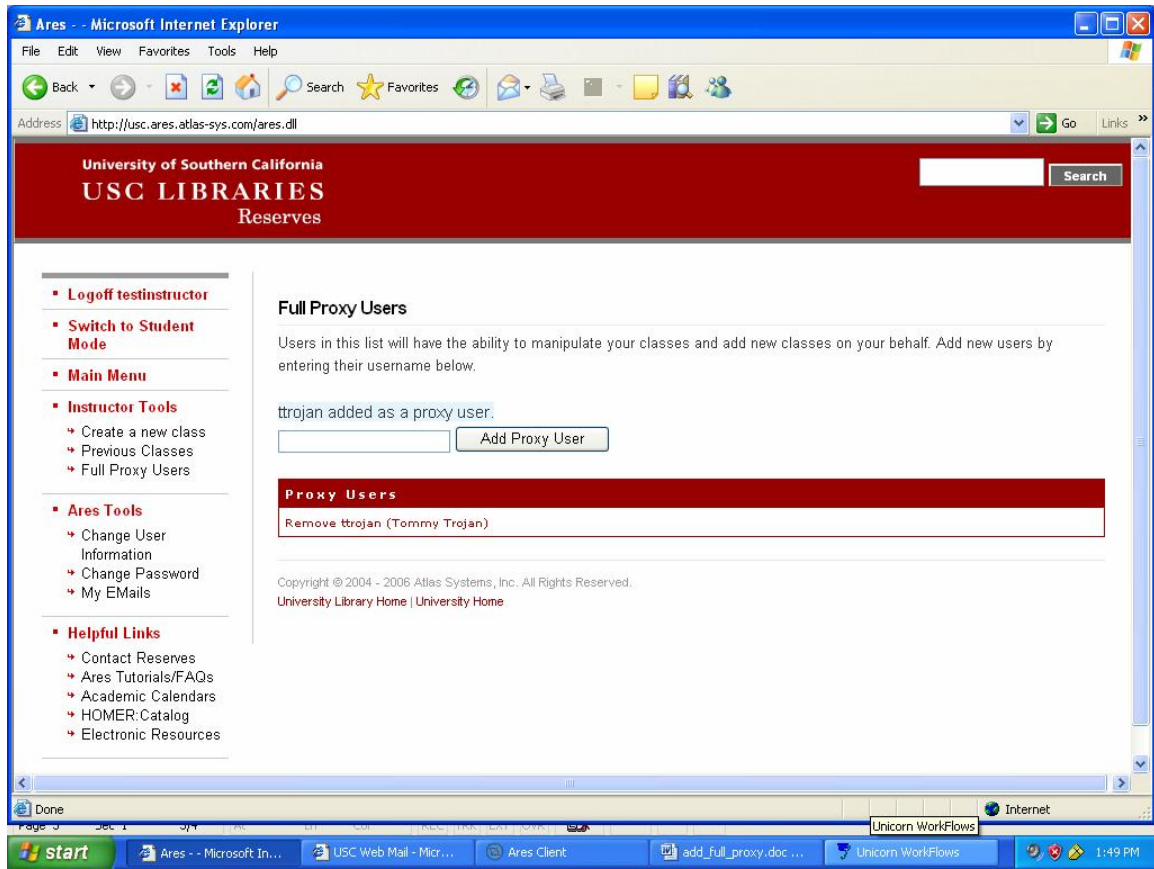
You should see an area which allows you to type in the **username** of the person you would like to add as a full proxy user for your account.

Step 3: Type in the username of the person you would like to add as a class proxy.

Users must have an Ares account in order to be added as a full proxy user. If the person you would like to be your proxy does not have an Ares account, please ask them to create an account first. Once their account is created, you may add them as a full proxy.

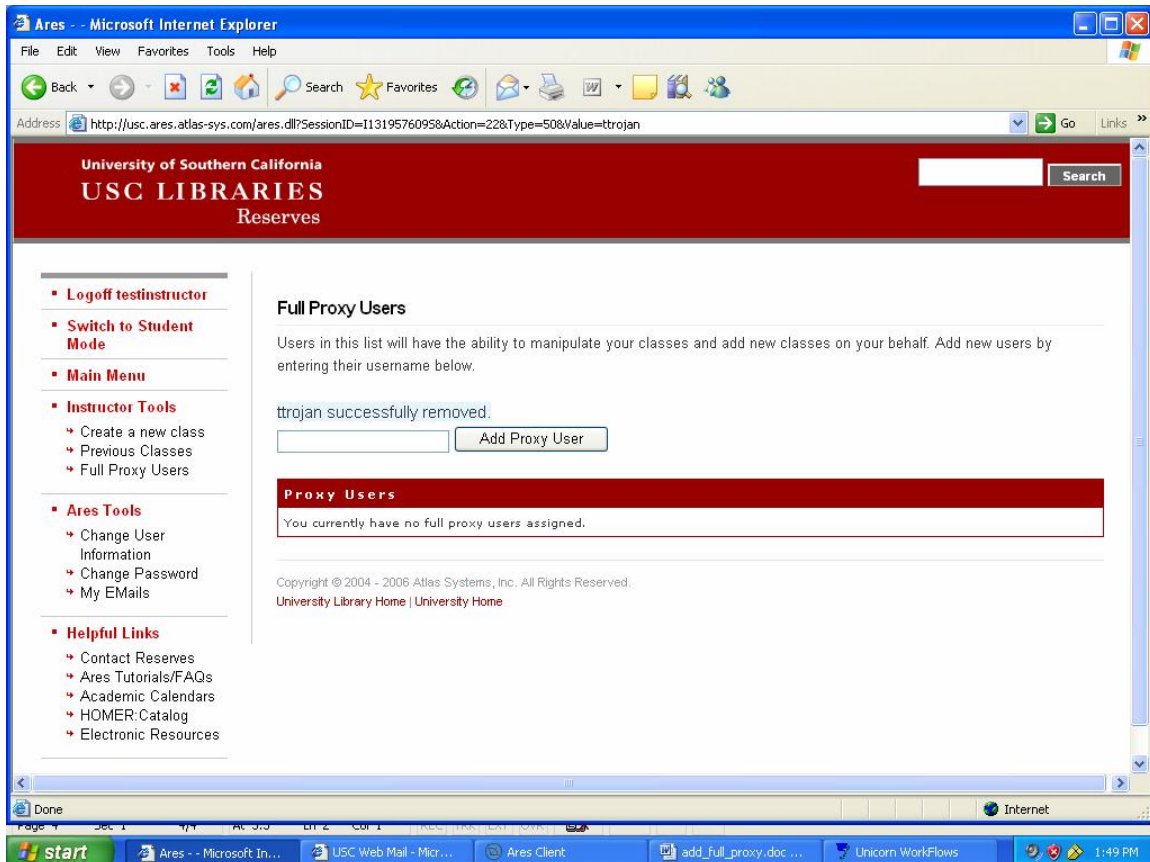
If you try to assign an un-registered proxy user, you may receive an “Invalid user” system error.

Please discuss full proxy user responsibility and verify the username with your intended assistant to make sure you both understand the privileges assigned.



Once the user has been added, you will see their username and full name (in parentheses) in the “Proxy Users” table. You are DONE. *DO NOT click on the username at this point or you may remove the proxy status from the user.*

To Remove a full proxy user, simply click on the “Remove [username]” in the “Proxy Users” menu. The following screen should appear. See next page...



Notice the text highlighted in blue indicating that the user has been removed. Also note that the “Proxy Users” table indicates that no proxy users are assigned.

An instructor may have more than one full proxy user for his or her account, however, in order to prevent duplicate classes and/or requests being submitted for reserves, please make sure to discuss the responsibility of the privilege to all full proxy users assigned to your account.

Full Proxy Privileges:

1. Can ...
 - a. Have access to Teaching Assistant and full instructor class tool set.
 - b. Create and modify classes and class details
 - c. Create or change class password
 - d. Add items to reserve for a class
 - e. Add/Authorize students for immediate access reserve materials
 - f. Add Class proxy users to specific classes
2. Cannot..
 - a. Cannot add other full proxy users to instructor’s account.