

# USC ARES: HOW TO ADD A FULL PROXY USER

This step-by-step document will guide you through the process of adding a Full Proxy User. A Full Proxy User is usually a graduate teaching assistant, a team instructor, or anyone the instructor has authorized to be able to manage the course, upload content, and make changes to the organization of the course. There are two types of Proxy Users available in ARES:

1. Full Proxy users have access to all of the instructor's privileges from his or her own account. See the Full Proxy step by step guide for details.
  - a. A Full Proxy user can add items to reserve for the course and modify the course information or description.
2. Course Proxy users have access only to the course to which they are assigned. See the Course Proxy step by step guide for details.

An instructor may have more than one Full Proxy user for a course, however, in order to prevent duplicate requests being submitted for reserves, please make sure to discuss the responsibility of the privilege to all Full Proxy users assigned to a class.

## **Full Proxy Users Can:**

- Have access to full instructor class tool set.
- Create and modify classes and class details
- Create or change class password
- Add items to reserve for a class
- 

## **Full Proxy Users Cannot:**

- Cannot add other Full Proxy users to instructor's account.

To create a **Full Proxy User**:

**Step 1:** Log onto Library Course Reserves (aka ARES). <https://reserves.usc.edu>.

The Main Menu will appear upon logging in.

**Step 2:** In the Main Menu on the left, under **Instructor Tools**, click on **Full Proxy Users**.



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## Course Reserves (Ares)

**Logoff gvincent@usc.edu**  
To logoff completely, you must close your browser.

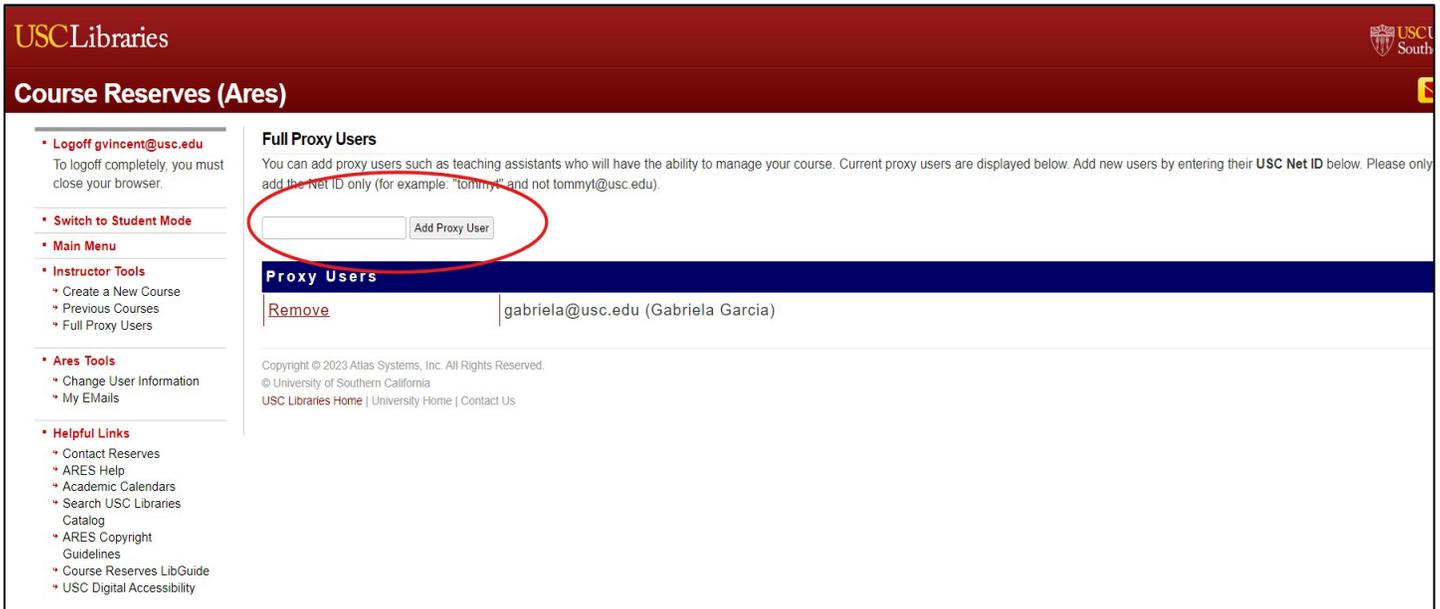
- Switch to Student Mode
- Main Menu
- Instructor Tools**
  - Create a New Course
  - Previous Courses
  - Full Proxy Users**
- Ares Tools**
  - Change User Information
  - My EMails
- Helpful Links**
  - Contact Reserves
  - ARES Help
  - Academic Calendars
  - Search USC Libraries Catalog
  - ARES Copyright Guidelines
  - Course Reserves LibGuide
  - USC Digital Accessibility
- Search

To view a class, click on the Course Number below.

Current Courses & Future Courses					
	Course	Section Number	Name	Semester	Reserve Items
<a href="#">View Course</a>	TEST 101		Test Course	Fall 2024	0 items available. 1 total items.

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**Step 3:** Enter the USC NetID (everything before '@usc.edu') or the entire USC email address for whom you would like to add as a Course Proxy. Example: TommyTrojan or [TommyTrojan@usc.edu](mailto:TommyTrojan@usc.edu).



The screenshot shows the USC Libraries Course Reserves (Ares) interface. The top navigation bar includes the USC Libraries logo and the text 'Course Reserves (Ares)'. On the left, there is a sidebar menu with options like 'Logoff gvincent@usc.edu', 'Switch to Student Mode', 'Main Menu', 'Instructor Tools', 'Ares Tools', and 'Helpful Links'. The main content area is titled 'Full Proxy Users' and contains a text box for adding proxy users, an 'Add Proxy User' button, and a table of existing proxy users. The table has a header 'Proxy Users' and one row with a 'Remove' link and the email 'gabriela@usc.edu (Gabriela Garcia)'. A red circle highlights the input field and the 'Add Proxy User' button.

**Step 4:** Click **Add Proxy User**.

#### PLEASE NOTE:

Users must have a Library Course Reserves 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 login into Library Course Reserves (<https://reserves.usc.edu>) and fill out the new user registration page to create their account.

**Please discuss Full Proxy user responsibility and verify their NetID and email to ensure you both understand the privileges assigned.**

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**Course Reserves (Ares)**

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To logoff completely, you must close your browser.
- Switch to Student Mode
- Main Menu
- Instructor Course Tools
  - Add Reserve Items
    - Course Home
    - Edit course
    - Cross Listings
    - Delete Course
    - Clone Course
    - Course Proxy Users
    - Reserve Item Usage
- Instructor Tools
  - Create a New Course
  - Previous Courses
  - Full Proxy Users
- Ares Tools
  - Change User Information
  - Change Password
  - My EMails
- Helpful Links

**Course Proxy Users**

**Course Details**

**TEST 101 Test Course**  
Fall 2024  
Vincent, Gabriel

You can add proxy users such as graduate teaching assistants who will have the ability to manage your course(s). Current proxy users are displayed below. Add new proxy users by entering their **USC NetID** (everything before '@usc.edu' in their email address. If you encounter the error message that the user is not registered with ARES, try entering their complete USC email address. Example: TommyTrojan@usc.edu.

tommytrojan added.

**Proxy Users**

<a href="#">Remove</a>	tommytrojan (Tommy Trojan)
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Once the user has been added, you will see their username and full name in parentheses in the Proxy Users table.

To remove a proxy user, simply click on the **Remove** under **Proxy Users** on this page.

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tommytrojan removed.

**Proxy Users**

You currently have no course proxy users assigned.

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