

## ACCESSING ELECTRONIC RESERVE MATERIALS TIPS FOR BEST ACCESS

Use Internet Explorer, some things may or may not work correctly in other browsers.

- Security Options for Active X Controls on IE must be set to *Prompt* or *Enable*.

If set to Prompt you may get a *Security Warning* for the E-Reserve Viewer from Acordex Imaging Systems... you must choose *YES* in order for the viewer to be allowed to work with your system. If you do not want to do this every time, check the box at the bottom of the security warning that says *Always Trust Content from Acordex Imaging Systems*.

- We are in the process of moving to a *pdf based e-reserve system*. These documents will not ask about security.

If you do not have Adobe Acrobat Reader (or other pdf reader) installed on your system, you will need to install it for these to work. Most computers have this already installed, but if you do not have it, it is available for free via <http://www.adobe.com/>.

- Printing

To print all the pages change to **ALL** from the default settings.

### 10 STEPS TO GETTING TO THE RESERVE ITEM

1. Access Tribe Library's Online Catalog System

<http://read.cnu.edu/>

2. On the left hand side of the screen look for *Search Reserves*
3. Search for your class by either the *professor's last name* or the *course number*
4. If it takes you to a list of classes, select your class from the list, otherwise it will take you directly to a list of reserve items
5. Electronic Reserves are indicated by *View or Print:* before the title of the reserve on the left hand side of the screen and *Electronic Copy Available* on the right hand side of the screen
6. Click on the *title of the reserve item*
7. You will get a screen asking for *your name* and *barcode number*.
8. Enter your last name and the barcode the library barcode from the front of your Captain's Card (CNU ID).  
The Number begins with 2000. **You must enter all 10 digits.**
9. Click *Submit*.
10. This should allow you access to the reserve item; from this screen you can choose to read the reserve on the screen or print out a paper copy.