

Changing faculty account details using ERes v5

You may change your username, password, listed name, and visible email address. However, you must know your current ERes username and password to complete these instructions! Request an account online at <http://library.albany.edu/forms/eres.html> or contact Reserve staff to reset your forgotten password.

1. Go to the Libraries' web page at <http://library.albany.edu/>
Click the ERes link on the left navigation panel.
2. On the upper right of the main screen, click on **Admin Login**.
3. Enter your current username and password. These are case sensitive! Click **Login**.
4. From the Main Menu, select **My Account**.
5. Change any of the data in the Required Information section:
 - Username
 - Password (note you must reenter the password in the password confirmation box)
 - First name
 - Last name
6. Change Email information in the Optional Information section. Note that Reserves staff does not currently enter mailing address, phone, or fax information from the ERes system but obtains this information from request forms submitted with items to be processed for reserves. All faculty account holders are strongly encouraged to provide email address since information regarding ERes services is distributed **via email and not via paper**.
7. Click **Save**.
8. All pages for which you are the faculty member are automatically updated with the revised information.

To modify certain aspects of your course page information (change course password, etc):
go to your course page,
click on **Page Management**,
click on **Course Reserves Page Settings**.

Questions? Call Reserve staff at 442-3609 or Brenda Hazard at 442-3578.