## How to create an account to access course reserves

**For Faculty Members:**

Please go to the library’s home page and go to the “TOOLS and SERVICES” section and click on Course Reserves.

This will take you to the Course Reserves page. Below the title for Course Reserves is a blue link that says Course Reserves. (*not the one that has the video link)*

This will take you to the Course Reserves login page. Please follow the steps below to create your account for Course Reserves.

**Username** – Millersville Outlook E-Mail username

Ex: Krista Higham e-mail – Krista.higham@millersville.edu

Username for e-mail – khigham

**Password** – password used for Millersville Outlook E-Mail

Choose [Faculty Members](#)

**First Name**

**Last Name**

**E-Mail address** – Millersville Outlook E-Mail, verify it is correct

**Daytime Phone Number** – Office phone number

**Campus Address** – Department affiliation

**Department** – Department affiliation

Then click **Submit**