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## How to Access Electronic Course Reserves

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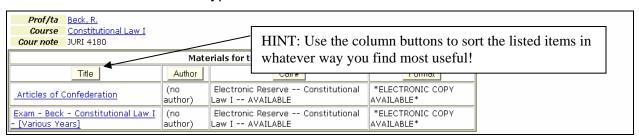


## HOW TO ACCESS ELECTRONIC COURSE RESERVES [E-RESERVES]

- 1) Go to the GAVEL homepage at http://gavel.law.uga.edu/
- 2) Under "Course Reserves", select INSTRUCTOR or COURSE



3) After locating the correct professor and class, click on the needed e-reserve material. E-reserves will have a blue hyperlink on the left-hand "Title" column.



4) The computer will prompt the user to supply authentication information. You have two options:



You may use the same MyID you use for UGAMail and other on-campus authentications

**OR** you can input your Last Name and the 16-digit ID number on your UGA card. DO NOT DO BOTH AT THE SAME TIME!!

- 5) The computer will load ADOBE ACROBAT, and display the PDF file of the needed material. [NOTE: Some materials link to external websites rather than to an uploaded document; these will require authentication only if linking to a proprietary database.]
- 6) To print, click the printer icon on the ADOBE window, NOT the printer icon on the web browser. Choosing the wrong icon results in blank print pages.