Getting Started with Aspire

1. **Get invited** - have you received and accepted an invitation from Aspire to become a List Publisher?

   This comes as an email from noreply@talisaspire.com, with a link you have to click on to accept the invitation. If you’re not sure or need help, contact your Academic Liaison Librarian: contact details at http://www.brookes.ac.uk/library/subject-help/

2. **Go to Aspire** – go to the Library home page (www.brookes.ac.uk/library) and click on the Reading Lists tab under SEARCH to see the link to the Aspire home page. Alternatively go straight to http://resourcelists.brookes.ac.uk

3. **Log in to Aspire** in the top green menu with your Brookes staff number and password.

4. **Fill in your Profile** (which should come up automatically the first time you sign in) with basic details like your name, and the fact you are a lecturer, academic, learning technologist, librarian etc as appropriate – these details, apart from your email address which is always hidden, are what appear to students when they search for your reading lists.

5. **Set up your Bookmarking tool** (you only need to do this the first time you use Aspire on a new computer/laptop/tablet, eg once in your office at work and once on your laptop at home):

   Click on My Bookmarks (in the green menu bar at the top); on the Bookmarks page, click on Install Bookmark Button (on the right) and follow the instructions.

   Now you’re set up to start bookmarking items, creating lists, or updating lists – follow the other guides in this series to do each of those tasks.