1) Locate the email from noreply@talisaspire.com
2) Follow the link in the email to go to MyReadingList@TCD
3) Login using your Trinity username & password
4) Click ‘Take me to my profile’ and create a basic profile (select I describe myself as ‘An academic’ as your role)
5) Go to My Bookmarks tab in the action menu
6) Install Bookmark Button from the right-hand side (can rename to anything you want if preferred)
7) Go to My Lists tab
8) Create new list from the top right of the screen
9) Give your list a name following the structure [module code]: [module name]
10) Enter the reading list description for your students
11) Click on ‘Select Hierarchy’ and look for your module either by code or name. If your module isn’t in the database, please forward the module code and name to MyReadingList team
12) Add student number and save

You now have a basic list; you might also want to give it some structure

In the edit interface, you can drag & drop sections (and sub-sections), notes, and even create your own page

When you are finished structuring your list layout, you are ready to add resources

13) Open a new tab in your browser
14) Locate the resources you wish to add to your list
15) Open the record of a resource you want to add and click the bookmark button you installed earlier. This will generate the resource’s metadata
   - If you want to add a print resource, locate the record by starting in the library catalogue (Stella Search). If there is no record of your item, go to an external database and bookmark from there
   - If you want to add an electronic resource, start by searching in Stella. If it is a journal article, look for the name of the journal, and locate the article within the journal’s database. Alternatively, you can search for the article’s name directly in Stella. In both cases, make sure to open the resource by clicking on ‘Available Online’ and not ‘Check for Full Text’
   - If you want to add a video, for example YouTube, click on ‘Share’ beneath the video. Copy the generated link, click the bookmark button, replace the link with the one you copied, and add to your list
16) Check that the fields are filled in correctly. If not, please adjust as needed
17) When you are satisfied that the record is ready to be added, click ‘Create & Add to List’
   - In this window, you have an option to add this resource to any of your lists, by selecting your list from the drop-down
   - You can also add it to one of your sections, leave a note for your student, set its importance, and a note for the library. All these fields are important, as you want to give as much information as possible to the reader. When the library is reviewing your list, all these can be seen. It is very helpful to write any purchase information in the note to library field, as this helps the library make acquisition decisions
18) Once you are finished adding resources and satisfied with your list, go to ‘Edit list (classic)’ and click ‘Publish’
   This will generate an automatic review request for the library which will trigger the appropriate actions to ensure material is available and order as necessary
   - After your list is reviewed, you will receive a confirmation email