

OCLS eResource Renewal Quickstart Guide

Your renewal procedure in ConsortiaManager

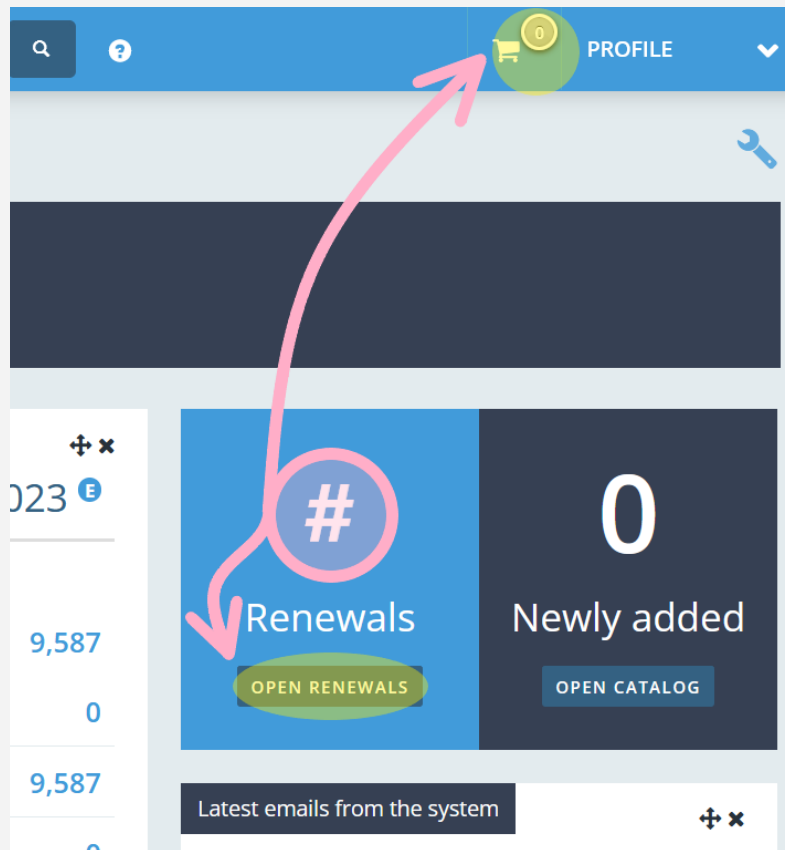
Log in to

<https://consortiamanager.com>

Check the **Renewals count** on your dashboard

If your *Renewals count* is 0, skip to your **Shopping Basket**

Otherwise, click **Open Renewals**



In Your Renewal Overview

1. **To renew**, click the shopping cart icon in the Actions column. Click the red X icon **to cancel**.
2. Click the shopping cart icon in the website ribbon to go to the next step.

In Your Shopping Basket

To finalize a renewal, select it by checking its box and clicking the green Place Orders button at the bottom of the screen.

To remove a renewal from your Basket, click the trash can icon instead. This sends the subscription back to your Renewal Overview. To cancel your renewal, go back to your Renewal Overview and click the red X icon.



Click the question icon in the CM website ribbon for more information.
For assistance, please contact Michelle Ng mng@ocls.ca.