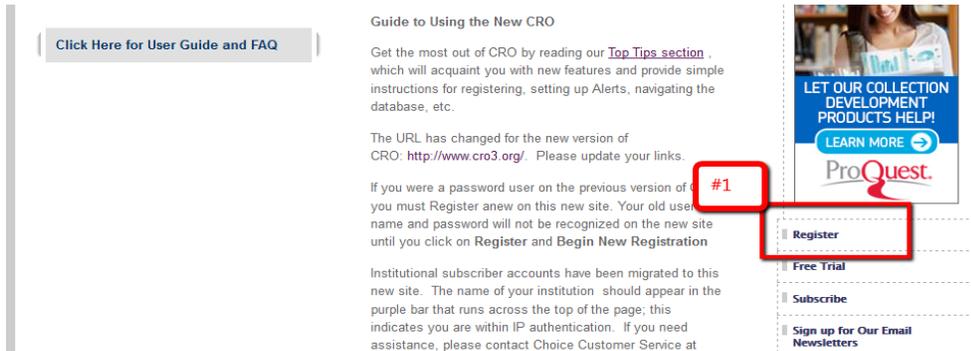Steps to creating alerts for **Choice Reviews Online**…

Note: To register you **MUST** be on campus!

1. Go to www.cro3.org
2. You should see "**Salem College**" in the purple bar at the top
3. Scroll down and look to the navigation bar on the right side
4. Click on the link for "**Register**"(#1 in screenshot)

5. You will enter your email address to begin the registration process and then click on "**Begin New Registration**" (#2)

6. To create a username and password complete the registrant information form and click the "**Send Form**" (#3) button at the bottom (remember to note your username and password for future use)

7. You should see a message that your registration was successful and a link for "**Registrant**" – click on it
8. You can now set up alerts by clicking on the "**CiteTrack Personal Alerts**" (#4) link in the purple bar at the top
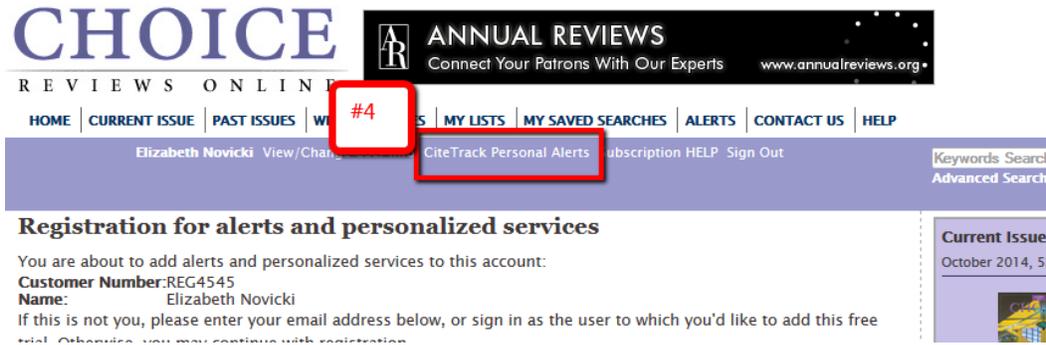
9. You should see a page titled "**My Alert Summary and Preferences**"
10. Click on the "**Create a new subject/keyword/author alert**" link
11. You should now see a "**Create/Edit Alerts**" (#5) page with a box to name your alert

12. It is highly recommended that you scroll down and choose a subject heading for your alert instead of using keywords. The print cards were organized by these subject headings so it should be familiar. Once you gain familiarity with the online system you may want to venture into the keyword limiter.
13. Select readership and recommendation levels
14. Note the "Interdisciplinary Categories" such as Women's Studies, Latin Studies, etc.
15. Once you have made your selections be sure to hit the "**Save Alert**" (#6) button at the top
16. Note the **FAQ** link on the right side for additional information
17. Once you have a username and password you can login at www.cro3.org to edit or create new alerts
18. Questions? Technology not playing nice? Contact Elizabeth Novicki at **elizabeth.novicki@salem.edu**