

## Pin items to your favourites using Library Search

1. Go to **My Ara**: <https://myara.ara.ac.nz/>

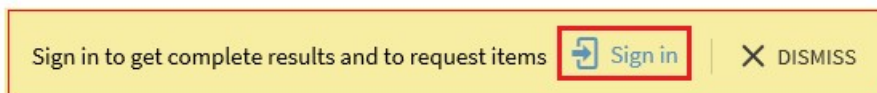
2. Click on the **Library Search** tile.



3. Type in your search terms and press Enter on your keyboard to action the search e.g.

 × 🔍

4. Click on **Sign in**

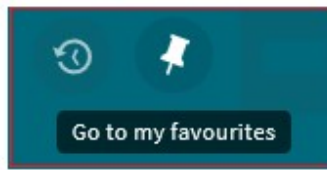


5. Choose Student/staff login and use your **student email address** e.g. [abc123@arastudent.ac.nz](mailto:abc123@arastudent.ac.nz) and your **student password** to sign in.

6. Click the **Pin** next to each title you would like to save to your favourites. Backgrounds for selected items turn yellow and the pin is crossed.



7. View your favourites by clicking on the pin in the top right of your screen.



8. Now you can:

- See your saved items
- Add labels to sort your saved items
- See your search history

9. Why is it useful to pin / favourite my items?

- It keeps a record of all the resources you have used for your assignments.
- Each item you have pinned contains all the details for your APA reference list. Find the current *APA Referencing: A guide for Ara Institute of Canterbury Students* on the **Library Search** homepage in **My Ara**.

### For further assistance

- Ask at the Library, Christchurch, Madras St. Campus
- Live chat with a Librarian during open hours via [Asklive](#)
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email : [library@ara.ac.nz](mailto:library@ara.ac.nz)