

**Getting to Know Alma: Activating Electronic Collections**

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| 1. Log into Alma with the AlmaAdmin or the CatAdmin user (the user will need to have cataloging privileges) |  |
| 1. Search for Electronic Collection > Title > “Alexander Street Press Human Rights Studies Online Text” in the Community Zone. 2. In the Results list, click “Activate” |  |
| 1. In the Activation Wizard, under Full Text Service, check the “Activate this electronic collection service” 2. Click “Next” |  |
| 1. In the second step, click “Next” |  |
| 1. In the third step, keep the Activation Type set to “Activate All” 2. Click “Next” |  |
| 1. In the fourth step, click “Activate” |  |
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| 1. Go to ***Admin > Monitor Jobs*** |  |
| 1. Monitor the job on the “Running” tab until it disappears. 2. Go to the “History” tab and confirm the job ran successfully. |  |