



Renewal Instructions

CoxNet Instructions

- Website:** www.wtcox.com
Username Your e-mail address
Password: This is one you have previously selected for yourself. It must be at least 8 characters and contain both alpha and numeric characters. (For example library2019-17) *If you have forgotten your password you can request a new one by clicking forgot password.*

**** If you have never registered with WT Cox you may contact WT Cox for assistance: 800-571-9554 (The Representative assigned to Minnesota is Karen Cashman. Her Extension is # 248 & her Email Address is kcashman@wtcox.com)**

Creating and Editing a Renewal:

1. Log into CoxNet and click the Blue, “Renewals” tab. If logged in under an Admin Account, you must first choose a Branch and then click on “Renewals.”

*If you’ve previously created your renewal, you choose the renewal you wish to edit and skip to step five.
2. Click “Start” to load your renewal list. Click “All” to the left of the alphabet for the complete title list.
3. You may adjust the start dates by clicking on the calendar icon next to the start date.
4. You can delete titles you do not wish to renew by clicking on the corresponding box in the “Remove” column. It is best to go down the list to click remove in unwanted titles and then click “Save.”
5. To add titles, click on the “Add Items to Renewal” link under “Tasks” on the right side of the screen.
6. The catalog search allows you to search by various parameters, choose your parameters and then type your search into the “Keywords” field and press “Search.” (Hint: if your title does not appear, try to shorten your keyword or remove punctuation.)

Creating and Editing a Renewal - Continued:

7. Titles can sometimes be listed multiple times, please read the title carefully to be certain you choose the correct one. If a title appears more than once, with or without a publisher, please choose the one with a publisher listed.
8. The next screen will allow you to choose your desired term. Click “Add” in the corresponding column for the term you’ve chosen.
9. Once you’ve added the title, you can change your desired start date and quantity on the next screen. Please note that it is best to request start dates three months out from the date of submission.
10. Click save to add the title to your Renewal and return to your Renewal List.**
(*The newly added titles can be removed by following step four if you decide not to order any of them.)

Submitting Your Renewal:

1. You are able to create a printable version of your renewal list by clicking on either the PDF or Excel icons on the right side of the screen.
2. Print the order and give to your secretary so that she can enter your order into the TIES Finance system.
3. The Secretary should write the Requisition number on the order form and scan it to his/her own email and then forward that scan to Purchasing at purchorders@ahschools.us (the subject line should be changed to the Req.#). The Purchasing Department will process your subscription order.

If you have any questions please email purchorders@ahschools.us