The MU e-Concierge is university’s search engine for finding information on existing resources and services. This search is located on the MU portal, <https://commons.marymount.edu/muservice/>

Without a help manual, it is challenging for new students (freshmen & transfer) to find resources quickly and efficiently to meet mid-term academic demands in their first semester.





**Required**:

Prepare a user-manual on how new students can find and use library resources at MU. The manual should be at least 7 pages and include the following:

* A brief overview on how to use the manual and the topics that it will cover
* How to access library resources using the e-concierge
* Input and output for the system
* FAQ

**Check the attachment please**