Faculty Adoptions

1.) Click the “Adoptions” tab and log in.
   a. If you do not have a username and password, click “Register Here”
   b. If you have cannot remember your password, click “Lost Password?”

2.) Click “Guided Adoptions” in the “1-2-3 Step-by-Step Method” box to begin the adoption process

3.) Step 1: Create Course
   a. Select the term
   b. Select your department
   c. Select the course
   d. Select the section
   e. Enter the instructors name (This is in case the name does not auto-fill based on the selected course)
   f. Click “Continue”

4.) Step 2: Find Books
   a. Select a book from your Booklist (this is generated from previous adoptions)
   b. Browse Books (you can browse the different subjects to find and select your books)
   c. Book Search (search using title, author, ISBN or keyword)
   d. History (search previous terms for books)
   e. Add a Book (if there is a custom textbook, not listed in the database, it can be entered here)
   f. You can add as many books as needed to any adoption with the “Adopt” button located below the book information

5.) Step 3: Add Merchandise
   a. Merchandise List (similar to your Booklist)
   b. Browse Merchandise (browse through available merchandise to select what is needed for the course)
   c. Merchandise Search (search for specific merchandise using a keyword)

6.) Step 4: Select Usage
   a. Select the book usage with the drop down menu provided
   b. Add a message to the bookstore in the area provided

7.) Step 5: Adoption Review
   a. Review the information listed for the adoption
   b. Add, up to, 4 additional email address’ to send this adoption to, if finalization or authorization is needed by another party
   c. If the adoption is correct, click “Submit”, if not click “Edit Course Information”