

Textbook Ordering 101



Through *FacultyEnlight*®, our new adoption platform, you can research and adopt course materials all in one convenient location.

STEP 1:

Click **Faculty Resources** on the bookstore website homepage. You will be automatically redirected to the *FacultyEnlight* website.

STEP 2:

Already have an account? Just sign in. If not, click **Create Account** to set one up in just a few simple steps.

STEP 3:

To order materials, click **Adopt**.

Drop down menus make it easy to identify Campus, Term, Department, Course, and Section.

Want to use one textbook for all sections? Simply click **Select All**, and the textbook you choose will be added to each one.

STEP 4:

To choose course materials, click **Continue**. Search by ISBN, Title, Author – even course materials ordered in previous terms.

From this screen, you can search your colleagues' adoptions, access your **Favorites List**, and order non-text materials.

If your class does not require any course materials, just click the **No Materials Required For This Course** box.

STEP 5:

After you've found the perfect textbook, click **Adopt This Book**, then **Continue** to Review/Submit.

From here, you will also mark course materials **Required** or **Recommended**. To select additional course materials, click **Add More Materials**.

When you've finished making all your selections, click **Submit Order**.



FIND YOUR PAST ADOPTIONS

Accessing your course materials from previous terms is as simple as clicking **History** or **Find My School Adoptions** under Search.

HISTORY

Your adoptions through *FacultyEnlight* as a registered user.

FIND MY SCHOOL ADOPTIONS

Your adoptions for the past 2 years at your affiliated campuses.

STILL HAVE QUESTIONS?

Contact your Store Manager for details.