FacultyEnlight- Adoption Approvals

Faculty Instructions

FacultyEnlight makes it easy to get approval for your adoptions placed online. If your department requires approval, you will be prompted to follow the steps below.

1. Simply place an adoption as usual, and on the "Review & Submit" page, hit "Submit Order."

2. A screen will pop up and you must choose your Department Administrator's name from the drop down menu, and enter a note for them. Then select if you want to receive a copy of the email, and hit "Submit." A popup will confirm your adoption has been submitted for approval.

3. Your Department Administrator will receive an email telling them that your adoption is awaiting approval. They may either approve or disapprove this adoption. Your adoption is marked Sent in your History.

4. When your Admin approves the adoption, it is sent directly to the bookstore for processing. You will receive an email notification that your adoption was approved, as well as an Adoption Confirmation Email.

Disapproved Adoptions

1. If your adoption is disapproved, you will receive an email notification and it will be marked Disapproved in your History. The email will contain a message from your Department Admin explaining why the adoption was disapproved. Select the link "Edit Your Adoption" to make changes.

Course Details

School: BNC Test Store

Term: Fall 2014   Department: EGL   Course: 304

Section: 01   Estimated Enrollment: 30   Instructor: Huffman/ C

Your Adoption created on 06/09/2014 has been returned for editing by the department administrator for the following:

Wrong Publisher. This should be the Penguin version. ← **Reason for Disapproval**

Please Edit Your Adoption and resubmit it for approval.

Thankyou,

Florentine Lehar
(908) 991-2193
florentine.lehar@gmail.com

2. If you are already logged in to *FacultyEnlight*, you will be taken to the "Review & Submit" page. If not, you will be prompted to log in and then taken directly to this page.

3. This page shows your disapproved adoption. You can remove any incorrect textbooks on this page by selecting "Remove." You can add more textbooks by going selecting "Add more materials" or going to the "Search" tab.

4. Once you have edited your adoption, and are back on the "Review & Submit" page and hit "Submit," you will be prompted once more to choose your Department Administrator from the drop down menu, and the adoption will be sent to them for approval. Once they approve it, it will be marked Approved in your History.

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Department Admin Instructions

Department Administrators can easily use *FacultyEnlight* to approve adoptions placed by department faculty members. To approve or disapprove faculty adoptions, simply follow the steps below.

IMPORTANT

If your department requires approval for adoptions, please ensure the bookstore has been made aware and enabled this feature.

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1. When faculty members adopt for a department that requires approval, you will receive an email notification. Simply select the link in the email to Log In to your *FacultyEnlight* account.

Dr. Jane Smith has submitted the following for your approval.
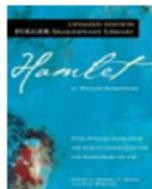Please Log In to your account to review and approve this adoption.

Message From **Dr. Jane Smith**: Please approve adoption.

Course Details

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Term: Fall 2014   Department: EGL   Course: 304

Section: 01 , Estimated Enrollment: 30 , Instructor: Huffman/ C

HAMLET >BLUE COVER< | Edition: REV 12
Author: SHAKESPEARE
ISBN: 9780743477123
Publication Date: 06/24/2003
Publisher: S+S
Estimated Student Price:
    Print, new: $6.00
    Print, new rental: $3.90
    eBook, buy: $3.00
Student use of this title is: Required
Rating:
BN.com Details
Title: Hamlet (Folger Shakespeare Library Series)
Author: William Shakespeare, Paul Werstine (Editor), Barbara A. Mowat (Editor)
Publisher: Simon & Schuster

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2. Once logged into *FacultyEnlight*, go to Admin>Approve Adoptions. You will see all the new adoptions awaiting approval. Use the drop down menus to filter your view by Department and/or Status. You can also sort by the column names, by clicking on them.

3. Select the box next to one or more adoptions and click "View Selected" to view adoption details in a new window. In the new window, you can also right-click to print these details if another party needs to view and approve them. You can approve or disapprove from this screen, or close the window to go back to your list.

4. If you go back to the list, select one or many adoptions, and click "Approve" or "Disapprove." If you approve an adoption, it will be sent directly to the bookstore and the faculty member will receive a confirmation email. The status will change to Approved.

5. If you disapprove an adoption, a popup window will ask you to include the reason. Write your reason for disapproving, and select "Disapprove." This information will be sent to the instructor so they can edit their adoption. The status of this adoption will change to Disapproved.
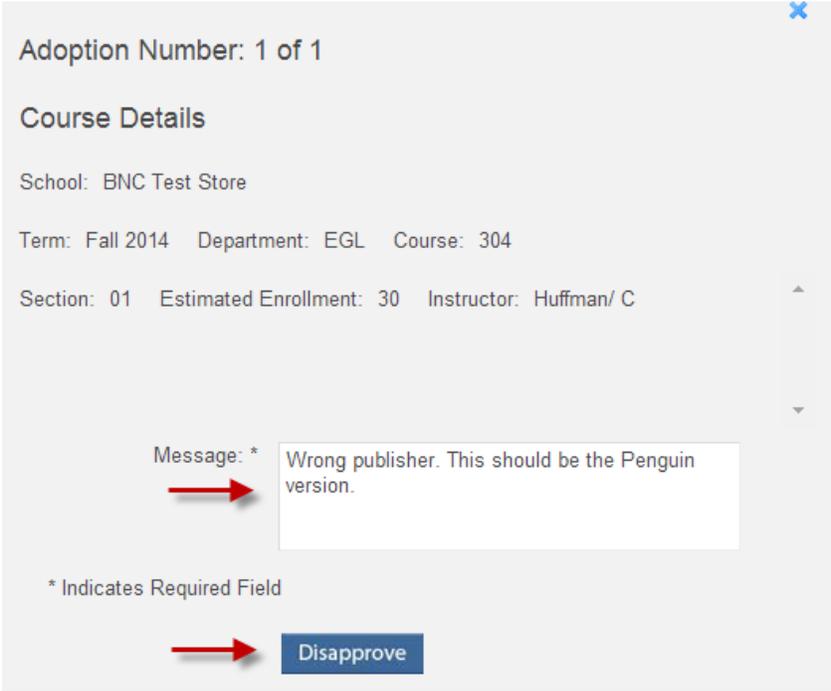
6. Once the faculty member edits their adoption, you will receive an email, and it will show up again as New in your list so you can then approve it. Once approved, its status will change to "Approved."

Questions?
Contact your Store Manager.

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digital learning experience