

# 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 Term, Department, Course, and Section.

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

## STEP 4:

To choose texts, 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 a text, just click the *No Materials Required For This Course* box.

## STEP 5:

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

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

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



## FIND YOUR PAST ADOPTIONS

Accessing your textbooks 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.