Welcome to online Faculty Adoptions!

Summer 2016 book orders due: **Monday, March 7, 2016**
Fall 2016 book orders due: **Monday, April 4, 2016**

Before you begin...
Contact Eowyn (eowyn@hawaii.edu) to request a faculty adoption login and password. Please send the following info: Name, email address and all departments you will be entering book orders for.

Go to bookstore website: [www.bookstore.hawaii.edu/hilo](http://www.bookstore.hawaii.edu/hilo)

Click on ‘FACULTY ADOPTIONS’

**Step 1 – Create Course** (Course Information will pull from Banner)
Term: Select from drop down box
Dept: Select from drop down box (Contact Eowyn if Dept not available)
Course: Select from drop down box***
Section: Select from drop down box***
Instructor: Name will pop-up if associated with Dept, Course, and Section. Enter name if nothing populates in this field.

Click check box if course does NOT require books

Click ‘Continue’ once all required fields have been entered

***If the Course and/or Section number is not listed in the drop down box under Course Information, you may click on ‘Add Course’ and/or ‘Add Section’. Screen will change so you can manually type in the information***
Step 2 – Find Books
Ways to find books...

1) **History**: An easy way to find books that were previously adopted. You can search past terms to see the whole list of books adopted for an entire department. Find the term, course number, and instructor for the book you want to copy over to the current term and click adopt.

2) **Add a Book** (Usually used for new or custom books): Add an unlisted book. Please input all of the information listed so that it makes it easier for us to find the book you are requesting.

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Step 3 – Select Usage
Choose one of the following for each book adopted to the class:

1) Required
2) Optional
3) Pick 1 or the Other: If there are 2 books available but students only need to purchase 1 of the books (Ex. multiple editions accepted, digital/print, bound/looseleaf)

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***Message to Book Store***

Please add any extra instructions as needed:
Examples:
- Text only is okay to buyback (access code NOT required)
- CD/DVD is required
- New Only (access code required)/Used books okay
- New custom book. Provide ISBN, name of Rep and Publisher

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Step 4 – Adoption Review
Click ‘Submit’ if ALL information is correct. Adoptions are not final until you click ‘Submit’. Information may be lost if this is not completed.

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Submitted Adoption

Use COPY for multiple sections of a course:

Click ‘Copy adoption to new course’

-OR-

At Faculty Adoption Home page: Click ‘View submitted adoptions’ and click ‘Copy’ for the course you want to copy from. Enter the course information of the new section number and it will adopt the same book for that section as well.

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If you have any questions, please contact Eowyn at x394 or eowyn@hawaii.edu