Instructions to review a textbook order

1. Go to your hawaii.edu email to find your personalized link.
   Sender = University of Hawaii Mānoa Bookstore
   hawaii-manoa@verbasoftware.com

2. Click the “Review Adoption” link found in the email. You will be taken to the textbook order platform where you can view your courses that need your attention. Verify information faculty submitted is correct.

3. To complete process, click “Mark Reviewed” in top, right-hand corner. Then click “Complete Status Change”

4. In left hand menu, the section should now have two green dots, which means the textbook order has been sent to the Bookstore for approval.

HELPFUL HINT:
Follow these steps to see what other sections need your attention.

Step 1: Click on “Back to Courses”
Step 2: Click on “Submitted Sections”