

## Instructions to submit a textbook order

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

## Your personalized textbook order link = M Gmai Q Search mail + Manoa Bookstore: Your personalized textbook order link 😕 🔤 0

2. Click the "View Adoptions" link found in the email. It will take you to the textbook order platform.

3. In the top-right corner use the drop-down menu to select the term you want to work on.



Your Personalized Link

**4.** Click on the course you would like to work on. If multiple sections offered for course, can merge or

## 5. To add materials use:

split as needed.





SPRING 2021 MATH 480

b. "Add Materials" tab search by ISBN, author, or title. Can also manually add material.

SPRING 2021 MATH 480		SACK TO COUR	SES NEXT COURSE IN
A MERGE OR SPLIT SECTIONS	Post or send a message		
/ GUENTNER, ERIK (89117)	SELECTED MATERIALS	COPY ANOTHER ADOPTION	ADD MATERIAL
	Search by 1500, Juthor, and/or Title		
GUERZHOY, PAVEL (94861)	R	B	Δ
	+ ADD BOOK MANUALLY	+ ADD COURSEPACK	+ ADD SUPPLY

6. Once all materials are added, click "Mark Reviewed" button in top-right corner. Then click "Complete Status Change"

SACK TO COURSES	NEXT COURSE 🕪	W WATCH VIDEO COURSE ACTIONS
		✓ MARK REVIEWED つ・
COPY ANOTHER ADOPTION	ADD MATERIALS	MESSAGES & ACTIVITY
Y-THREE MINIATURES OUSEK, JIRI		× REMOVE FROM LIST
STATUS CHANGE PROMPLETE CHANGING TO PROMPLETE PROMPLETE You're about to change this section group's stati from incomplete to reviewed. After doing this, th following groups will be able to make changes: • APPROVERS	vid yith us teave and	ROLLMENT PER SECTION
	* CANCEL AND	EXIT COMPLETE STATUS CHANG

7. Textbook order has moved on to Bookstore for approval and ordering. (Note: two green dots above section)



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