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

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.

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

5. **To add materials use:**
   a. “Copy Another Adoption” tab to copy from another term/course. Click “Add to Adoption” (black button), answer the required questions, then click “Add to Adoption” (green button)


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

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