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

2. Click the “View Adoptions” link found in the email. You will be taken to the textbook order platform where you can view your assigned courses. The courses in the “Open courses” section need your attention.

3. Click on the course you would like to work on and confirm the section on the right-hand side of your screen. Click “Next”

4. Click on the answer that pertains to your order submission. **If you have course materials to order, see step 5. If you do not have course materials, see step 7.**

5. If you have course materials to order, click “Yes, I need to add books…” Submit order by copying another adoption, adding new material, or adding manually.

6. Once all materials are added, click “Review and Submit” in top, right-hand corner. Review all information is correct and click “Submit Adoptions”

7. If you do not require course materials from the Bookstore, click “No, I do not need to add books…” Then click “Submit Adoptions”