

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
- 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.



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

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Assigned & Unsubmitted	Select All
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Next >	

- 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.
- 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.

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Yes, I need to a materials, or su	dd books, OER pplies
No, I do not nee materials, or su	d to add books, OER pplies
No, this section	isn't offered

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

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Your Selections	Additional Details
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Precalculus Web Assign Access Card	Ad your notes here

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

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Review & Submit	
There are no materials selected for this adoption.	Additional Details
Clobing "boths Adaption" means you do not require course materials for this adaption. If there are course materials you'd like to adapt, click the back button to continue editing.	Estimated Enrollment
	5
	Add a Note
	If you'd like, you can include a note updating collaborators and course materials staff.
	Add your rotes here

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