



UNIVERSITY OF HAWAII AT MĀNOA

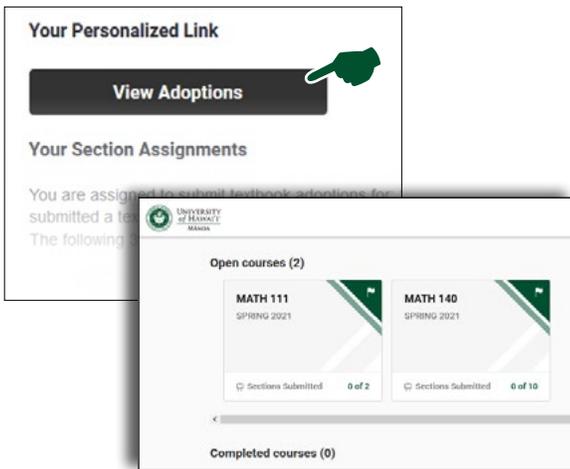
# TEXTBOOK ORDERS

## FACULTY/SUBMITTER WORKFLOW

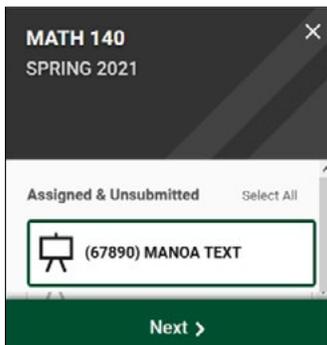
### Instructions to submit a textbook order

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

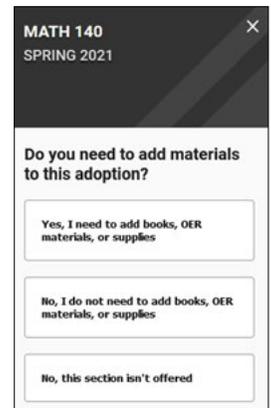
- Click the **“View Adoptions”** link found in the email. You will be taken to the textbook order platform where you can view your assigned courses. The courses in the **“Open courses”** section need your attention.



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

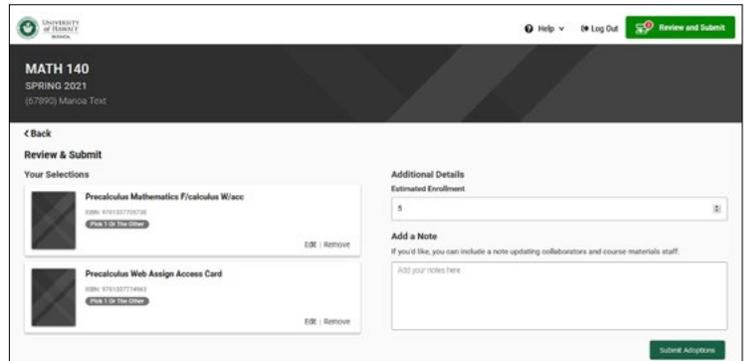


- Click on the answer that pertains to your order submission. **If you have course materials to order, see step 5. If you do not have course materials, see step 7.**



- 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.

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



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

