ONLINE FACULTY ADOPTIONS

How to Register:
2. Click Faculty Adoptions at top of page
3. Click Register Here
4. Click Create profile for Faculty Adoptions
5. Enter all Required Information (First Name, Last Name, Customer Type: Faculty, Email Address, Create personal Password) *Recommended: Use “Hawaii.edu” email and password. Click Add Department
6. Enter Department Username and Password (available through your department chair or contact Debralee at the Bookstore)
7. Enter Campus/Dept phone number (Must include area code, do not use dashes; example: 8082357418)
8. Click Submit Faculty Registration

How to Request Textbooks:
2. Login with your email address and password
3. Click Guided Adoption
4. Using drop down menus, select current Term, Department, Course & Section
5. Enter Instructor if necessary
6. Enter Estimated Enrollment if you wish
7. Click Continue
8. Select one of the following options:
   a. Your Book List: It is a list of books that you had previously adopted for any of your courses. Simply click adopt to attach any of the books to your adoption for your course
   b. Browse: Search through a list of categories based on topics (not recommended because it is broad searching)
   c. Book Search: Input the ISBN of the book you want to adopt (please note that ISBN numbers on bundles are different from individual books)
   d. History: An easy way to find books that you had previously adopted. You can search all terms to see the entire list of books adopted for the entire department. Find the term, course number, and instructor you want to copy over and click adopt
   e. Add a book: If you are adopting a new book not found in your history or by searching for ISBN, you can use “add a book”. Please input all of the information listed so that it makes it easier for us to find the book you are requesting
9. Click Adopt for each book you would like to add to the course then click Continue
10. Select Usage (Required, Recommended etc.)
11. Enter Message to Bookstore: Add any special instructions here. If books can be bought back as used please specify here
12. Review Adoption and click Submit

To Enter same book[s] for multiple sections of a course:
1. Click “View Submitted Adoptions” and click “Copy” for the course you want to copy from.
2. Enter the course information of the new section number and it will adopt the same book for that section as well.

If you have any questions please feel free to contact Debra Goto at x419 or email at debralee@hawaii.edu  Mahalo!  Windward CC Bookstore