Faculty Adoptions
How to Register

Go to http://www.facultyadoptions.com

1. Click on Register Here
2. Click on Create profile for Adopting Course Materials
3. Fill out the Faculty Registration information:
   a. **First Name:** Please enter your First Name.
   b. **Middle Initial:** Please enter your Middle Initial.
   c. **Last Name:** Please enter your Last Name.
   d. **Email Address:** This will be your Username. This will also be the email address that is used by the Textbook Room for correspondence. This will be the email address that the Textbook Room sends confirmations about the status of your adoptions and changes that may occur to the adoptions.
   e. **Confirm Email:** Please confirm the email address you entered.
   f. **Password:** Please enter a password you would like to use for this account.
      i. Minimum Requirements:
         1. Between 6 – 20 characters
         2. no spaces
         3. letters and numbers only
   g. **Confirm Password:** Please confirm the password you entered.
4. Fill out the Department Access information. This is what will link you to you specific departments. If you adopt books for more than one department, you will be able to add other departments later.
   a. **Department User Name:** Please enter the Department User Name supplied to you by your Department Secretary.
   b. **Department Password:** Please enter the Department Password supplied to you by your Department Secretary.
   c. **Campus/Office Phone Number:** Please enter your Campus Phone Number. This is a 10 digit number, area code first. Numbers only, no spaces.
5. Click Submit Faculty Registration
6. If you have other department to add, click Add New Department and repeat steps 4a & 4b. Otherwise click Go to Faculty Page