FACULTY Textbook Adoptions

Visit: www.facultyadoptions.com

Faculty Log In

• Click Register Here

• Click Create Profile for Adopting Course Materials

• Fill in the required fields. Your Department Access information will be provided for you.

• Click Submit Faculty Registration to complete the process

Log in:
E-mail ______________________
Password ____________________

Department Username ______________________
Department Password ____________________

Department Username ______________________
Department Password ____________________

Fill in the above spaces with your corresponding usernames and passwords.

STORE THIS IN A SAFE PLACE.

Questions or Comments please contact:
Lisa Schorr 871-2110
textbooks@ssi.millersville.edu

Winter & Spring Orders Due

Visit: www.facultyadoptions.com

http://store.studentservicesinc.com

Millersville University, 21 S. George Street
Millersville, PA 17551

Support the store that supports you at Millersville University
Guided Adoption

Easy as 1-2-3-4-5

To get started, click Guided Adoption from the Faculty Adoption main menu.

(DO NOT USE BACK BUTTON THROUGH ENTIRE PROCESS)

Adoptions

Step-by-Step Adoption Method

Guided Adoption (Click on Dots to move through screens)

STEP 1 Create Course

Select the term and your department. Next select the course number and section. If the course number does not appear you will need to create the course.

Create your course using the fields on the screen as your guide. Click Add Course when finished.

If no textbook is required check course does not require materials. • Skip to STEP 4

STEP 2 Find Books

You are prompted for the method you would like to use to find books. These methods are:

• Search by keyword, author, title or ISBN
• Browse by subject
• Use history from previous terms
• Enter an unlisted title
• Browse your own list of titles

Add books to your course using the Adopt button. As you adopt each book you are prompted to add more books.

Keep track of what you added using the floating course list.

STEP 3 Add Merchandise

Do you want to adopt merchandise for this course? Yes No

Click Yes to view and adopt items the bookstore has made available on the site, such as dissection kit, etc. . . . . . Add items to your course using the Adopt button.

As you adopt each item you are promoted to answer Yes or No to add more items.

STEP 4 Select Usage

Select the usage for items on your course.

You may enter a message if needed.

STEP 5 Review & Submit

Review your adoption information to ensure it is correct.

Click Review Adoption when ready.

Your Adoption has been submitted.

Print Adoption
Create New Adoption
Copy Adoption to New Course
Faculty Adoption Home

That’s it. Your adoption is complete.