Welcome to online Faculty Adoptions!

Go to bookstore website: onlinebookstore.allegheny.edu

Click on ‘FACULTY ADOPTIONS’
 ‘Register’ or Login with your email address and password

Click on ‘Guided Adoptions’

Submit Your Adoptions

1-2-3 Step-by-Step Method

» Guided Adoption

• Limited to one course/section
• Cannot save partial adoption

Step 1 – Create Course (Course information will pull from Banner)
Term: Select from drop down box
Dept: Select from drop down box
Course: Select from drop down box
Section: Select from drop down box
Instructor: Name will pop-up if associated with Dept, Course, and Section. Enter name (last name, first initial) if nothing populates in this field.

Contact scronin@allegheny.edu if course is not listed

Step 2 – Find Books
Use one of the links which correspond to the descriptions for books to adopt.

Your Book List
View your previously used textbooks.
Click ‘Adopt’ to select your books. Your adoptions will then be put into your Adoptions Cart.

Your Adoptions Cart is located near the upper right of your page.
Click ‘Continue’ when finished adopting your books.

The above italic steps apply to all the book finding methods.
**Browse Books Method**
Drill down until you select your subject. Books will populate to the right.

**History**
An easy way to find books that were previously adopted. You can search past terms to see the whole list of books adopted for an entire department. Find the term, course number, and instructor for the book you want to copy over to the current term and click ‘Adopt’.

**Book Search**
Select Author, Title, ISBN, or Keyword from the drop down box.
Click ‘Adopt’ to select your books.

**History**
You can search past terms to see the whole list of books adopted for an entire department. Find the term, course number, and instructor for the book you want to copy over to the current term.

**Add a Book**
Usually for new or custom books.
Please input all of the information listed so that it makes it easier to find the book you are requesting.
Use this for course packs. Author is your last name, Title is the dept, course and section # (cronin/ART 010 01)
If you are using a bundle, be sure that you get the exact ISBN number from the publisher rep. Each bundle has a different ISBN based on the contents.

**Step 3 – Select Usage**
Chose Required or Option for each book adopted to the class.

***Message to Bookstore***

**Please add any extra instructions as needed:**
Examples:
- Text only is okay to buyback (access code NOT required)
- CD/DVD/Access Code is required

**Step 4 – Adoption Review**
Click ‘Submit’ if ALL information is correct.
Adoptions are not final until you click ‘Submit’. Information may be lost if this is not completed.

If you have any questions, please contact Shirley Cronin at 5369 or scronin@allegheny.edu