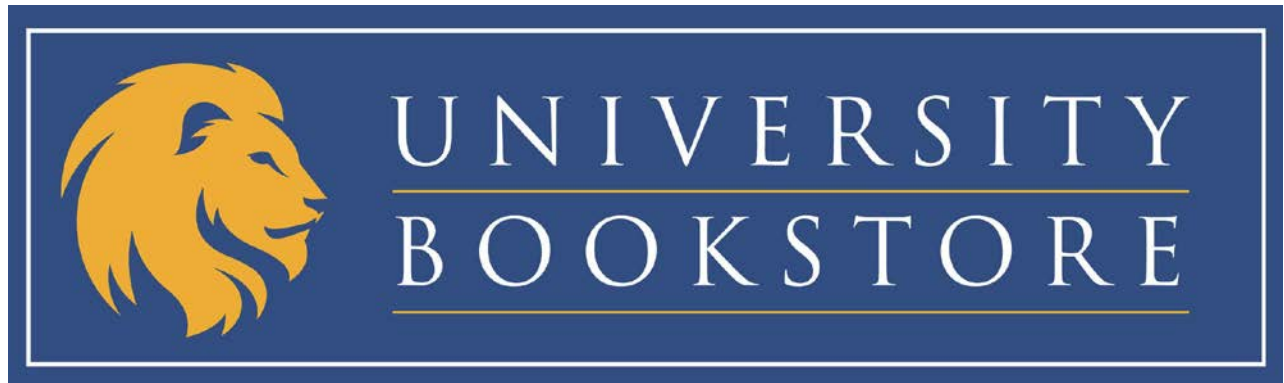




Texas A&M University- Commerce
Faculty's Online
Adoption Instructions
for
www.amcbookstore.com

TABLE OF CONTENTS

1. Registering Faculty Log In

- Creating a Profile
- Adding Departments
- Faculty Adoption Home Screen

2. Submit Your Adoption

- Step 1: Create Course
 - o Selecting a Course
 - o Adding a Course not found
 - o Adding Departments to User Profile
- Step 2: Find Books
 - o Your Book List
 - o Browse Books
 - o Search Books
 - o History
- Step 3: Select Book Usage
 - o Required, Recommended or Optional?
- Step 4: Review Book Adoption

Registering Faculty Log In



1. Go to www.amcbookstore.com and using the horizontal navigation pane select “Textbooks” and then “Faculty Adoptions”.

The screen below should appear:

TEXAS A&M
UNIVERSITY
COMMERCE

0 Items, Subtotal \$0.00 Log In

Home Textbooks Merchandise Graduation Refund & Buyback About the Store University Website

Faculty Log In

Email Address:

Password:

[Lost Your Password?](#)
[Register Here](#)

Log In

Please enter your login information

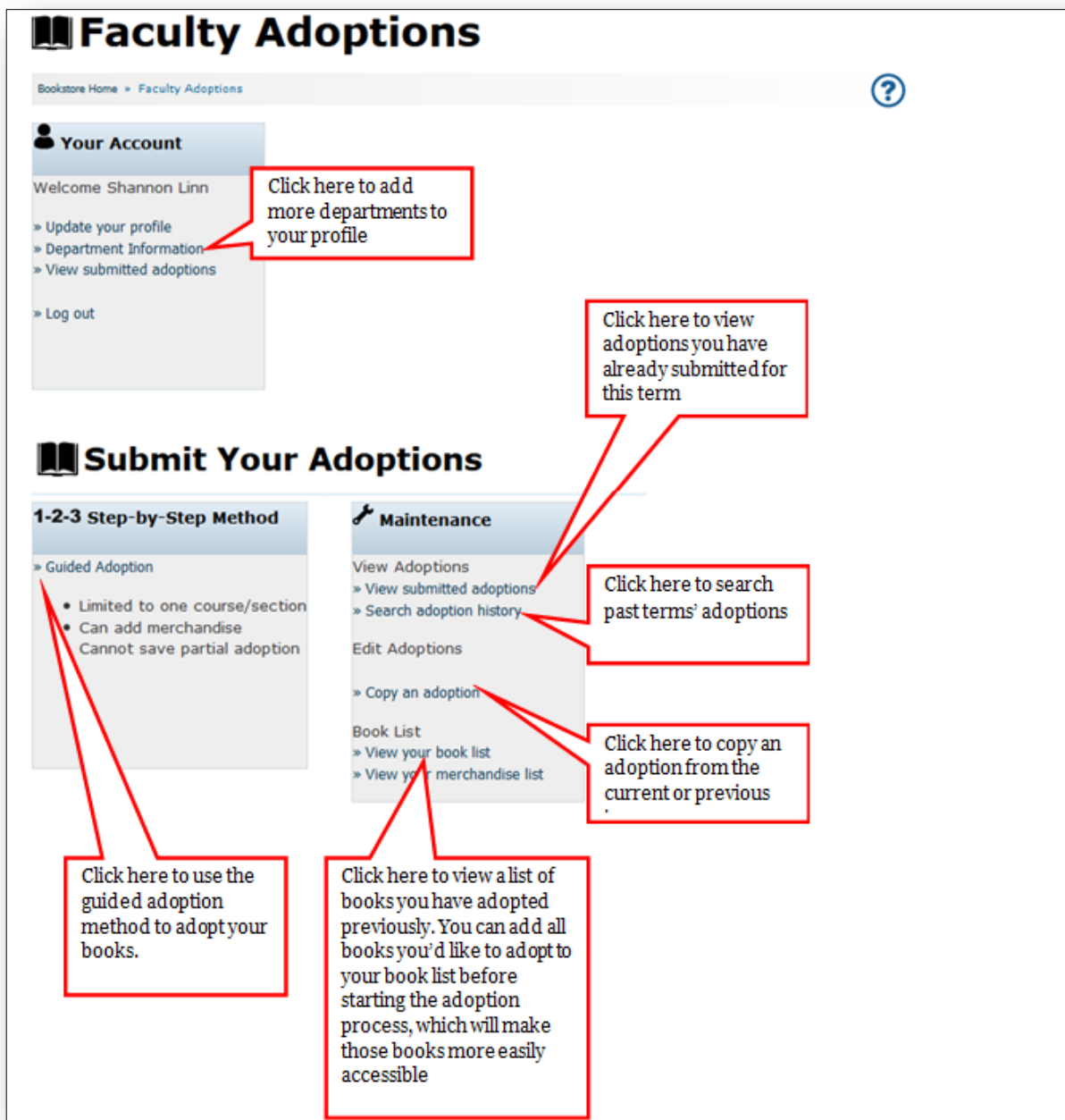
Sam Rayburn Center • 2200 W Neal St., Commerce, TX 75428 • Ph: 903-886-5830 • Alt Ph: 903-886-5828 • Email: bookstore@tamuc.edu
East Texas Bookstore • 1606 Lee St., Commerce, TX 75428 • Ph: 903-886-3148 • Alt Ph: 903-886-2692 • Email: easttexasbookstore@texasbook.com

[Privacy Policy & Disclaimer](#)
I.S.A.

2. If you're a new user, select “Register Here” from the lower left of the screen to create your profile and register your email address.
 - o Select “Create a profile for Adopting Course Materials” from the Registration Options
 - o Fill out the required fields list on the Faculty Registration page
 - “Department” refers to the department found on the course listing.
 - For example, course EDCI.801.001, the “Department” would be “EDCI” and not “Curriculum and Instruction”.
 - When first registering, you'll only be able to add one “Department” from the drop down list.
 - After your profile has been created, you can add more “Departments” immediately after registering or at a later date through the “Deptment Info” section found on the Faculty Adoptions home page.
 - o Click “Submit Faculty Registration” button located at bottom right after all required fields have been filled out.

Registering Faculty Log In

3. Once your profile has been created you'll be redirected to the Faculty Home page:



The screenshot shows the 'Faculty Adoptions' page. At the top, there's a breadcrumb trail 'Bookstore Home > Faculty Adoptions' and a help icon. The main content is divided into two sections: 'Your Account' and 'Submit Your Adoptions'.

Your Account

- Welcome Shannon Linn
- » Update your profile
- » Department Information
- » View submitted adoptions
- » Log out

Submit Your Adoptions

1-2-3 Step-by-Step Method

- » Guided Adoption
 - Limited to one course/section
 - Can add merchandise
 - Cannot save partial adoption

Maintenance

- View Adoptions
 - » View submitted adoptions
 - » Search adoption history
- Edit Adoptions
 - » Copy an adoption
- Book List
 - » View your book list
 - » View your merchandise list

Callouts:

- Click here to add more departments to your profile (points to 'Department Information')
- Click here to view adoptions you have already submitted for this term (points to 'View submitted adoptions')
- Click here to search past terms' adoptions (points to 'Search adoption history')
- Click here to copy an adoption from the current or previous (points to 'Copy an adoption')
- Click here to use the guided adoption method to adopt your books. (points to 'Guided Adoption')
- Click here to view a list of books you have adopted previously. You can add all books you'd like to adopt to your book list before starting the adoption process, which will make those books more easily accessible (points to 'View your book list')

- o Please note, you'll be unable to "view submitted adoptions" if this is your first time using this login.
 - This program only reports the adoptions you've submitted through it. After your profile creation, it will keep a running list of items you've submitted going forward.
- o You will be able to view others' adoptions by clicking "Search adoption history" under Maintenance

Submit Your Adoption: Step 1



On the Faculty Adoption Home page, select “Guided Adoption”.

Guided Adoption

Bookstore Home » Faculty Adoption Home » Create Course

Step 1: Create Course → Step 2 → Step 3 → Step 4

Department and Term

Term * Department * [Add Department](#)

Instructor Filter

Filter by Instructor

Course Information

Course * [Add Course](#) Instructor *

Section * [Add Section](#)

Materials

☐ Check if Course does not require materials

Note: All fields marked with a red asterisk (*) are required.

[Continue](#) [Cancel](#)

Step 1: Create Course → Select the term, department and course information

- If you do not see the department you need to adopt from on the dropdown menu for departments, choose the “Add Department” link to add more departments to your profile.
- To filter by instructor (which displays only the course and section numbers associated with that instructor) choose the instructor’s name from the drop-down.
 - It’s not necessary to filter the courses by instructor, although it may be helpful if your department has a lot of courses.
- If you cannot find the course number in the course dropdown, click the “Add Course” link to the right of the dropdown to type in your course information.
- If you do not plan on requiring any materials for the course, please check the “Materials” box (in red) on this page. If this box is unchecked and you have not adopted any books for the course, the system will not accept your adoption.

Submit Your Adoption: Step 2



Step 2: Find Books

There are several ways to find books to adopt:

- View [Your Book List](#)
- [Browse Books](#) by subject
- [Book Search](#) by ISBN, title or author
- View [History](#) of the course to find books

Your Book List

[Your Book List](#) is a listing of any books you have previously adopted, or books you have added to your booklist from the Faculty Adoptions home page.

Select “Adopt” on all books you would like to adopt for your course (listed in the Adoptions Cart on the right of the screen)

Guided Adoption

[Bookstore Home](#) » [Faculty Adoption Home](#) » [Guided](#) » [Find Books](#)

Step 1 → **Step 2: Find Books** → Step 3 → Step 4

[Your Book List](#) | [Browse Books](#) | [Book Search](#) | [History](#)

View your previously adopted textbooks.

Your Book List

© Copyright year: All Years ▼ Sorting By: Select ▼

SAFETY MANAGEMENT

Author: DENTON

Publisher: MCG

Edition: 82

ISBN: 9780070164109

New Price: *

Used Price: *

Cover Type: N/A

[Adopt](#)

TURF MANAGEMENT FOR GOLF COURSES

Author: BEARD

Publisher: WILEY

Edition: 2ND 02

ISBN: 9781575040929

New Price: *

Used Price: *

Cover Type: N/A

[Adopt](#)

[Continue](#) [Cancel](#) **Note:** All fields marked with a red asterisk (*) are required.

Adoptions Cart

J-TERM 14
AMGT 441
Section: 01
[» Edit](#)

Submit Your Adoption: Step 2



Browse Books

Use the [Browse Books](#) function to search for books by subject matter. Each subject matter is broken down further into more specialized subjects. The books will display to the right of the subject list.

Select “Adopt” on all books you would like to adopt for your course (listed in the Adoptions

Cart on the right of the screen)

Submit Your Adoption: Step 2



Book Search

To Book Search for a book by Title, Author, ISBN or Keyword, select what you'd like to search by from the dropdown on the left and type your search terms into the box. Your results will display below.

Select "Adopt" on all books you would like to adopt for your course (listed in the Adoptions Cart on the right of the screen)

 **Guided Adoption**

Bookstore Home » Faculty Adoption Home » Guided » Find Books

Step 1 → Step 2: Find Books → Step 3 → Step 4

[Your Book List](#) [Browse Books](#) [Book Search](#) [History](#) [Add a Book](#)

Search for textbooks by Author, Title, ISBN, or Keyword

ISBN ▼

Search

Textbook Search Results © Copyright year: All Years ▼ Sorting By: Select ▼

Continue

Cancel

Note: All fields marked with a red asterisk (*) are required.

Submit Your Adoption: Step 2



History

You can also search History for books adopted in previous terms. If you're looking for a specific term, choose it from the "Term" dropdown. You can also search by date range.

Select "Adopt" on all books you would like to adopt for your course (listed in the Adoptions Cart on the right of the screen)

 **Guided Adoption**

Bookstore Home » Faculty Adoption Home » Guided » Find Books

Step 1 → **Step 2: Find Books** → Step 3 → Step 4

Your Book List | Browse Books | Book Search | History

Search previous adoptions by Department or Term

Department *
AMGT

Term
All Terms

Instructor

Date Range:
from
to

Search

Note: All fields marked with a red asterisk (*) are required

No Courses were found matching your criteria.

Continue Cancel

Note: All fields marked with a red asterisk (*) are required.

 **Adoptions Cart**

J-TERM 14
AMGT 441
Section: 01
» Edit

Submit Your Adoption: Step 3



Select Usage

In this step, you will need to select whether the book is required, recommended, optional or a study aid. You can also include a message to the bookstore.

This is a good spot to include a message about any merchandise (calculators, graph paper, lab equipment) that you would also like included in the course requirements.

Guided Adoption

[Bookstore Home](#) » [Faculty Adoption Home](#) » [Guided](#) » [Select Usage](#)

Step 1 → Step 2 → **Step 3: Select Usage** → Step 4

Select Usage

Textbooks



MANAGEMENT+THE ARTS

Author: BYRNES

Publisher: TAYLOR

Edition: 4TH 09

ISBN: 978024081004

New Price: \$49.95

Used Price: \$37.50

Cover Type: 1

Usage: Select Usage*

Message to Book Store

Current: 0 » Remaining: 512 » Maximum: 512

Note: All fields marked with a red asterisk (*) are required.

[Continue](#) [Cancel](#)

Adoptions Cart

J-TERM 14
AMGT 441
Section: 01
[» Edit](#)

MANAGEMENT+THE ARTS
[» Detail](#)
[» Remove](#)

Submit Your Adoption: Step 4



Adoption Review

You can review your adoption before it is submitted in this step.

- o If you need to correct course or book information, click on the step number in the heading to go back to that step.
- o You can also list email addresses that you would like to send your adoption information to, like a department head or another faculty member.
 - o *There's no need to list your own email address, you will automatically get a copy of your adoption by email.*

 **Guided Adoption**

Bookstore Home » Faculty Adoption Home » Guided » Submit Complete

?

Step 1 → Step 2 → Step 3 → **Step 4: Adoption Review**

Adoption Review (Adoptions are not final until you click Submit below)

Adopter: Shannon Linn

Term: J-TERM 14 Instructor: Dunn Mary
Department: AMGT Est. Enrollment: 0
Course: 441 Pre-Enrollment: 0
Section: 01
[+ Edit Course Information](#)

Your Message:

Send copies of this adoption notification to:
 Max: 4 emails (comma delimited)

Textbooks:



MANAGEMENT+THE ARTS
Author: BYRNES
Publisher: TAYLOR
Edition: 4TH 09
ISBN: 978024081004
New Price: *
Used Price: *
Cover Type: Paperback
Usage: REQUIRED

Note: All fields marked with a red asterisk (*) are required.

Submit Cancel

If everything looks correct, choose the “Submit” button to submit your adoption

Submit Your Adoption: Step 4



Submission Complete

You should see the page below if you have entered all information necessary.

Your adoption will be sent to the store within 30 minutes, and after that time, you will be able to edit the adoption if necessary.

From this page, you can print your adoption, create a new adoption, and copy your adoption to create a new one.

 **Submitted Adoption**

Bookstore Home » Faculty Adoption Home » [Submit Complete](#) 

 **Submit Complete**

Success! Your adoption has been submitted.

Go to...

[Print adoption](#)

[Create new adoption](#)

[Copy adoption to new course](#)

[Faculty Adoption home](#)

Adoption Review

Adopter: Shannon Linn

Term: J-TERM 14 Instructor: Dunn Mary

Department: AMGT Est. Enrollment: 0

Course: 441 Pre-Enrollment: 0

Section: 01

Your Message:

This is a test so that I can make the PDF for your guide! Do not approve!

Textbooks:



MANAGEMENT+THE ARTS
Author: BYRNES
Publisher: TAYLOR
Edition: 4TH 09
ISBN: 9780240810041
New Price: \$49.95
Used Price: \$37.50
Cover Type: 1
Usage: REQUIRED