ADOPTIONS INSTRUCTIONS FOR FACULTY

Go to the bookstore website at www.pittuniversitystore.com and click on **"Faculty Adoptions"** in the menu at the top of the page.

Enter your log in information (or select "Register Here" if it is your first time on the site - or select "Lost Your Password") if you need to recover your password). If you are registering for the first time, you will be asked for a department user name and password - contact the bookstore if you need this information.

To get started, click "Guided Adoption" from the "Faculty Adoption" main menu (please do not use any of the other adoption type sections offered).

Step 1 - Select or Create Course

Use the course dropdown arrow to find an existing course.
Select "Add Course" to create a new course.
To add a course, follow the guided instructions. Fill in the department and term, instructor, course information and section information.

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Step 2 - Find Books

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

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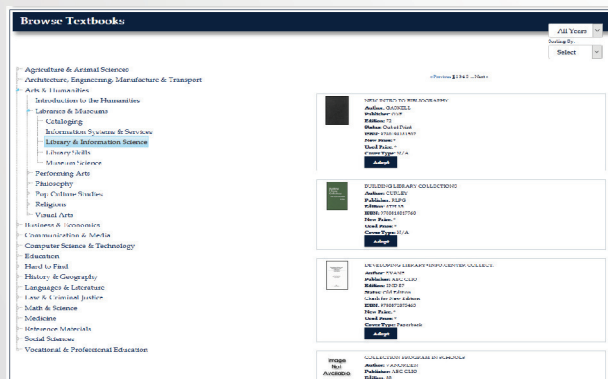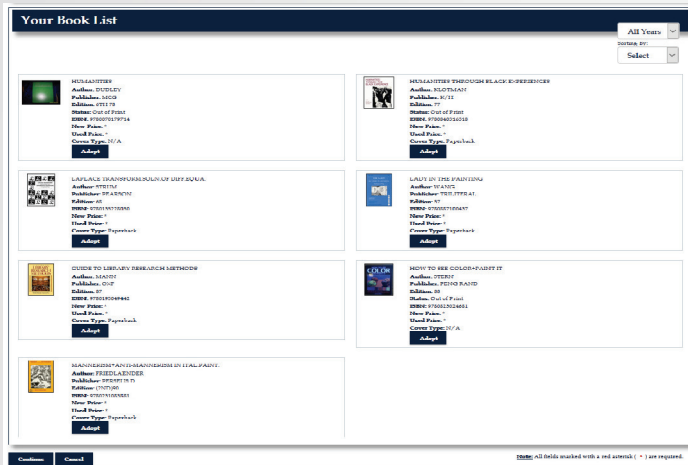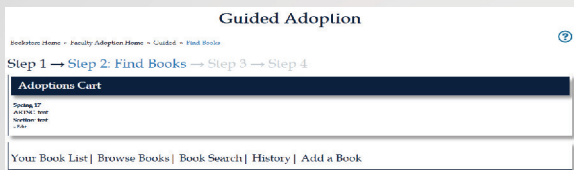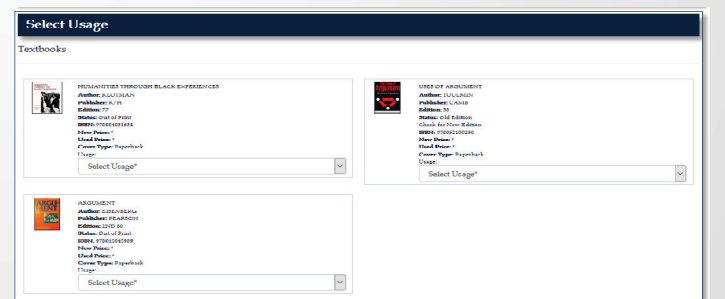- Enter an unlisted title

Add books to your course using the Adopt button. As you adopt each book you are prompted to add more books. You can keep track of what you've added using the floating course list on the right of the screen.

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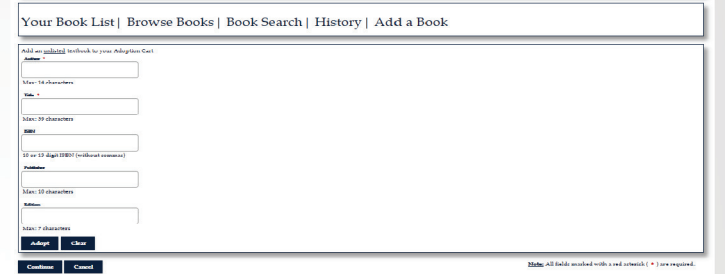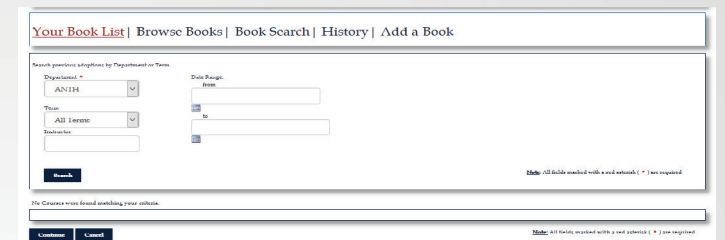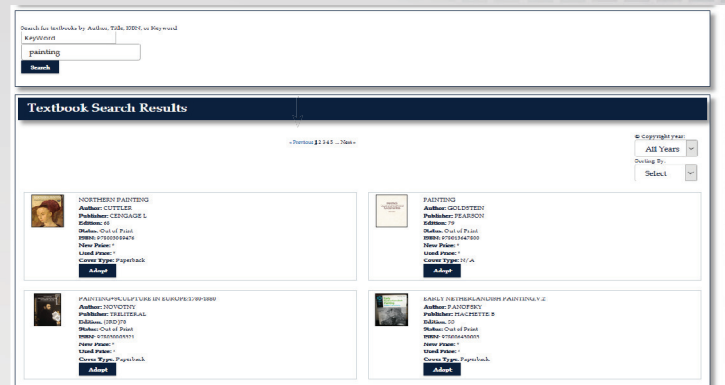
Step 3 - Select Usage

Once you have selected all your books for adoption, click on the "usage" dropdown arrow for each title to define it's usage for the course.

Utilize the message box below for any specific instuctions for the bookstore. Click "Review Adoptions" when ready.

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That's it. Your adoption is complete.

On the confirmation page you will have the option to:
- Printing the adoption
- Creating a new adoption
- Copying the adoption to a new course

Step 4 - Review and Submit

Review your adoption information to ensure it is correct. You may use any of the steps across the top of the section to go back and make edits if necessary. When your adoption information is correct, click "Submit Adoptions."