Online Textbook Adoption

Adoption Deadline 10/15/2012

Nikki Anderson, Text Manager
870-972-3487 | 0324txt@fheg.follet.com

Kellye Doyle, Text Coordinator
870-972-3469 | 0324txt2@fheg.follet.com

2. Access the Online Adoption tool via the link shown below (about halfway down the page.)

3. New User: Create an account by clicking “New? Register Here.” Enter information in required fields and click Continue. In the “Bookstore Supplied Password” field, enter 0324. In the “Role” field, select APPROVER and log in.
4. Now you can Order Course Materials, Check Order Status, or Update Profile.

Welcome back, Mr. Jesse B,

What Would You Like To Do Today?

Order Course Materials
Order course materials for the upcoming term

Check Order Status
Check the status of an order or make changes to an existing order.

Update Profile
Update your profile info, including contact and login info.

5. Create New Order: Click on Order Course Materials then New Order. Fill in required fields, click Continue (If no course materials are required, check the box on this page for that option.)
6. You can Add Course Materials one of three ways:
   - Search: Check the boxes next to all of the materials you would like to add. Click Continue.
   - Manually Adding Materials: Enter information about the materials into the appropriate fields. Click Continue (Additional Supplies - lab coats, safety glasses, etc. - can also be listed on this screen.

7. Before submitting, flag your selected materials Required, Recommended or Choice. You also have the chance to delete any materials that you do not want in your adoption. Click Remove Material from Order. Click Continue.
8. Review your adoption one last time. Click Submit when finished.

9. You are now given an adoption ID which will also be emailed to you if you indicated so in your profile. This ID will allow you to Renew or Edit your adoption.

---

Order Successfully Submitted

Your order number is **OA2451199**.

---

Questions?

If you have any questions or concerns about the Online Adoption process, please use the contacts below to obtain additional information:

**Nikki Anderson**
Text Manager
870-972-3487
0324txt@fheg.follet.com

**Kellye Doyle**
Text Coordinator
870-972-3469
0324txt2@fheg.follet.com