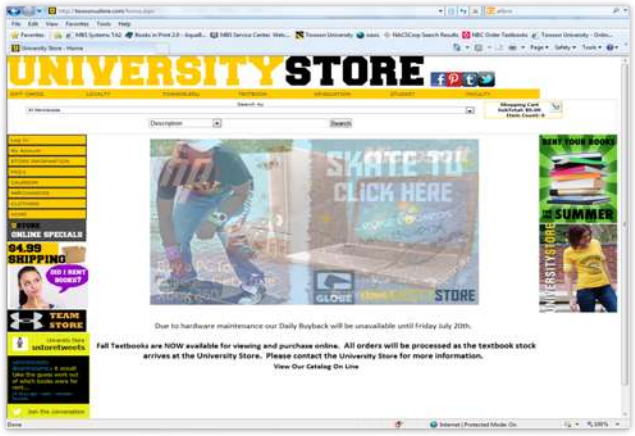
How to Place an Adoption

1. Go to http://towsonustore.com



2. Move your mouse over ***Faculty*** on the menu bar below University Store. Once the menu comes down, move mouse to ***Adoptions*** and click.

3. When you click Adoptions, the log in screen comes up. Log in with your email and password you created for this site when you registered.

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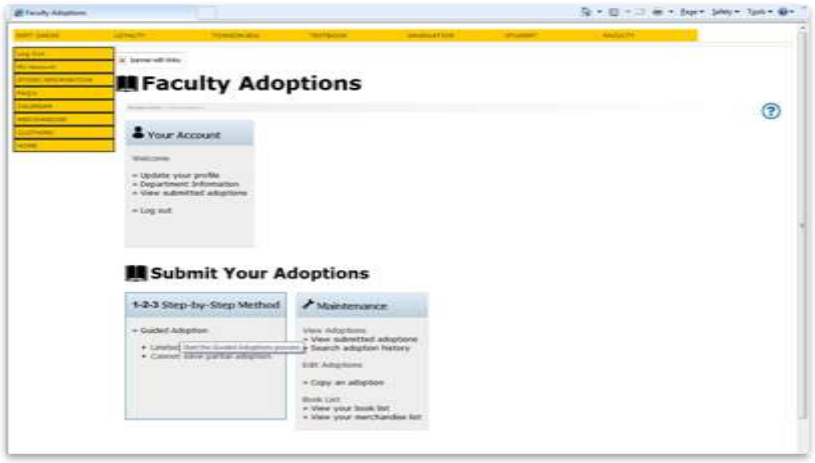
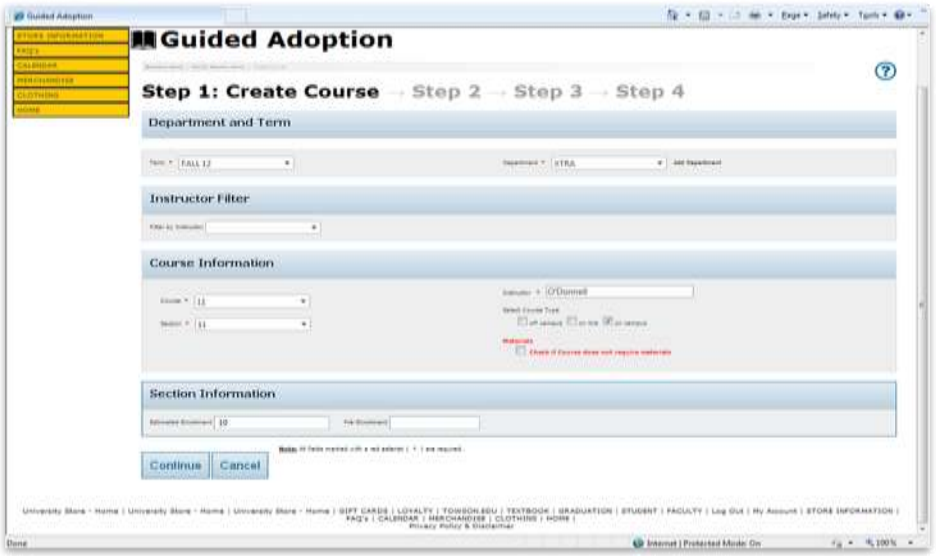
4. To get started with creating an adoption, click ***Guided Adoption***



5. The screen below will appear. Select the ***Term*** and ***Department***. Select the ***Course Number*** and then ***Section***. If your course does not require a textbook or supplies, click the box beside ***"Check if Course does not require materials"***. Enter in estimated enrollment and pre-enrollment if available. Lastly on this screen, click ***Continue***.



6. On this screen you have multiple ways to search and add your books for your course:

   a. ***Your Book List***- It will accumulate as you use the system. It will maintain a list of book you have adopted in the system.

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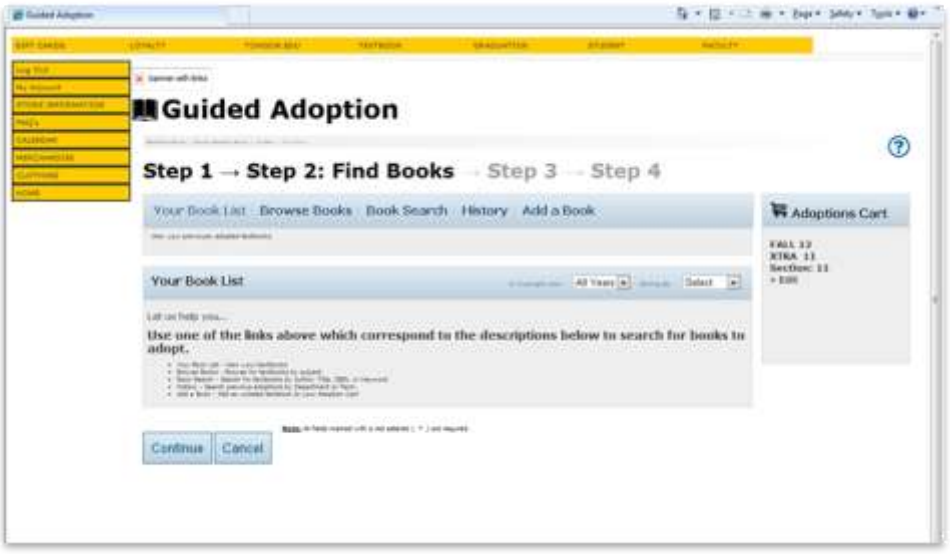
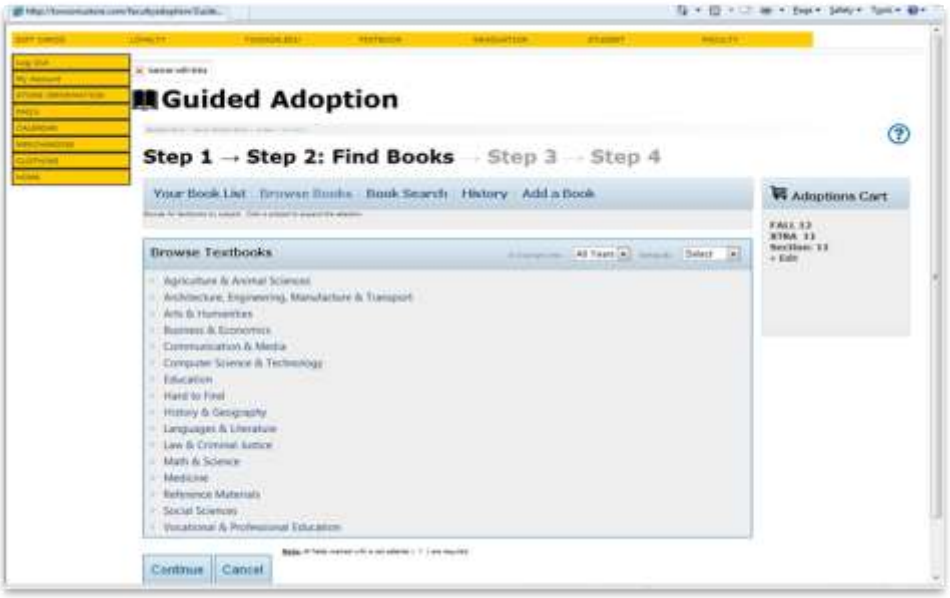


b. ***Browse Books***- You can search by different categories for books. Continue this process until all books you want are listed under course in the adoption cart. The click **Continue**.



c. ***Book Search***- If you know the title or ISBN, this is the best way to place your adoption. Select your search criteria and enter in the corresponding information. Click ***Search***. **DO NOT USE YOUR ENTER KEY**. Once book appears click ***ADOPT***. The book will be added to your adoption cart listed to the right of the screen. To add another book, clear out the search field and enter in the next book information. Continue this process until all the books you want are listed under course adoption cart. Then click ***Continue***.

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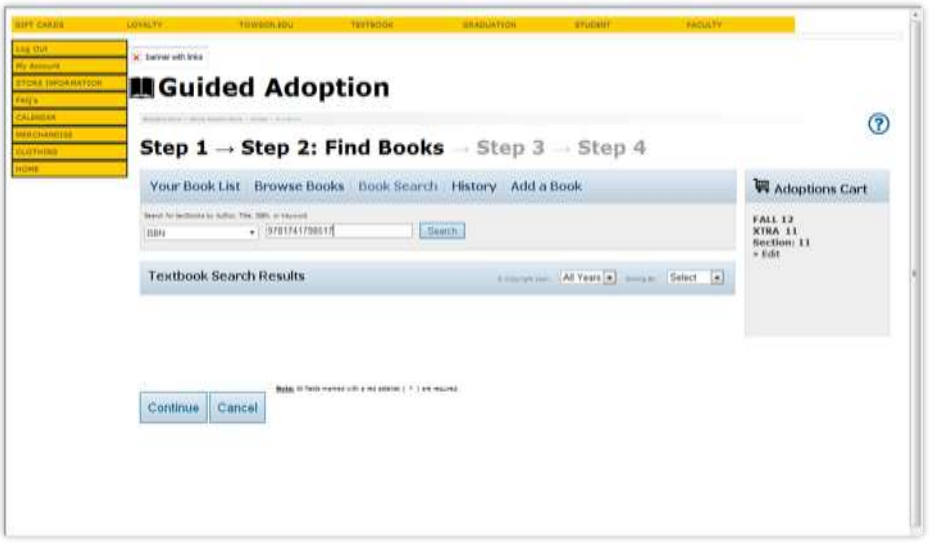

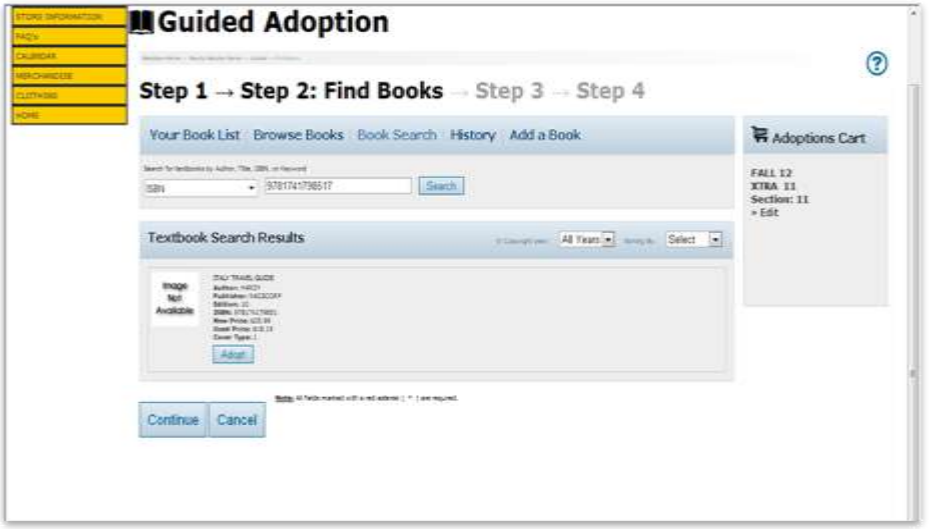

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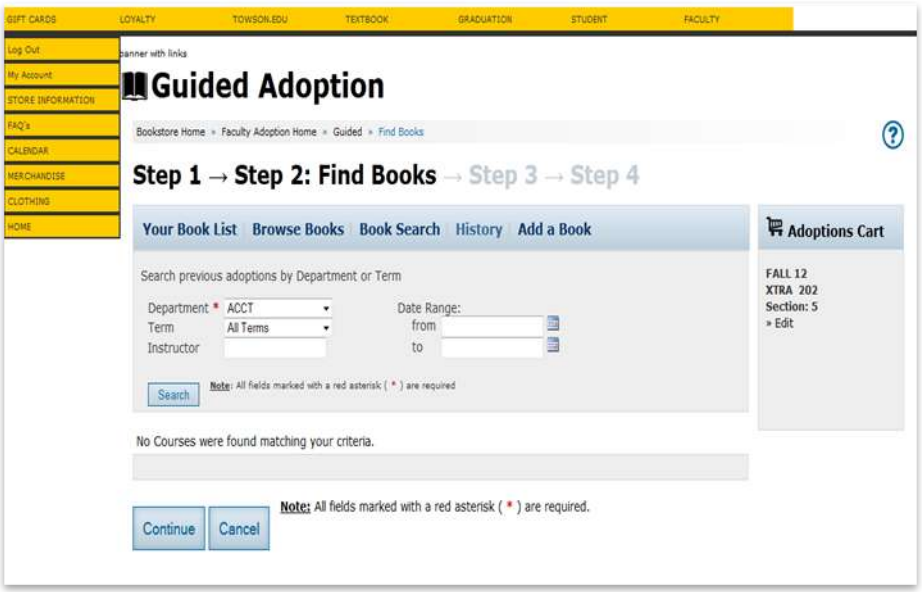
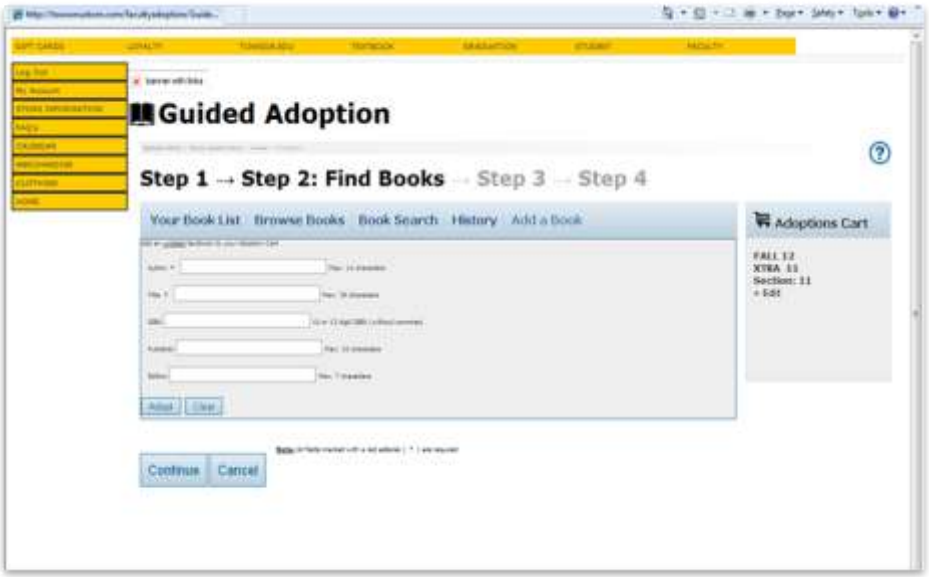
d. ***History***- This section allows you to see what books were previously adopted. You can search by **Department**, **Term**, and **Instructor**. You can also search within a date range.



e. ***Add a Book***- Only use this section if you have tried one of the other sections listed above, or you know that this is a new custom book. On this screen you will be able to add the information you can provide on a title. You ***must at least*** have the **Author** and **Title**. When you add the ISBN do NOT use hyphens (-) or commas (,). Click ***Adopt***.



7. Once you have completed Step 9, click ***Continue***

8. After clicking ***Continue***, you will be taken to the ***Usage*** page. On this page you will select if the book is **Required**, **Recommended**, or **Either/Or**. Once you have done this for every book on the

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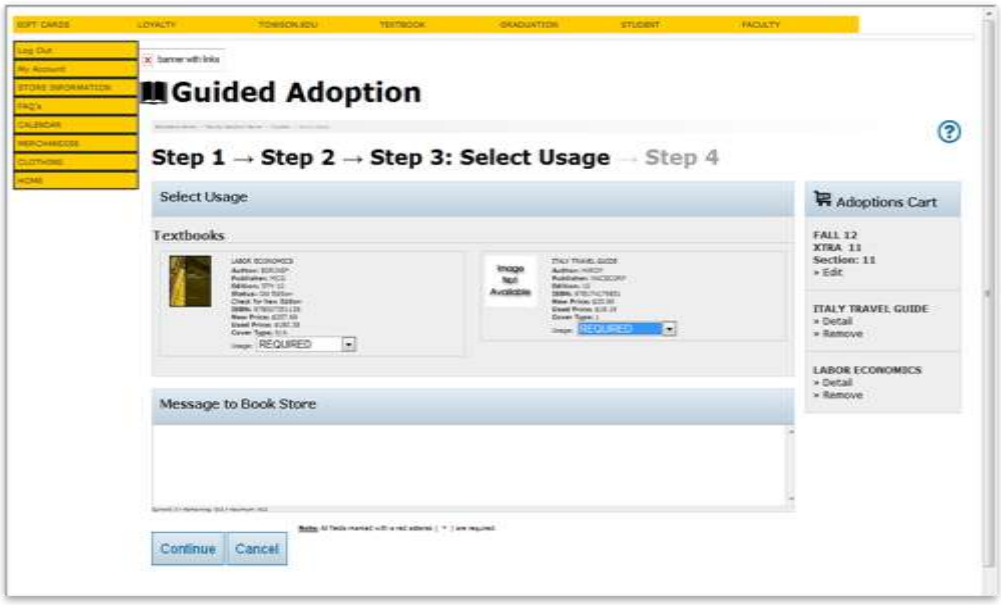
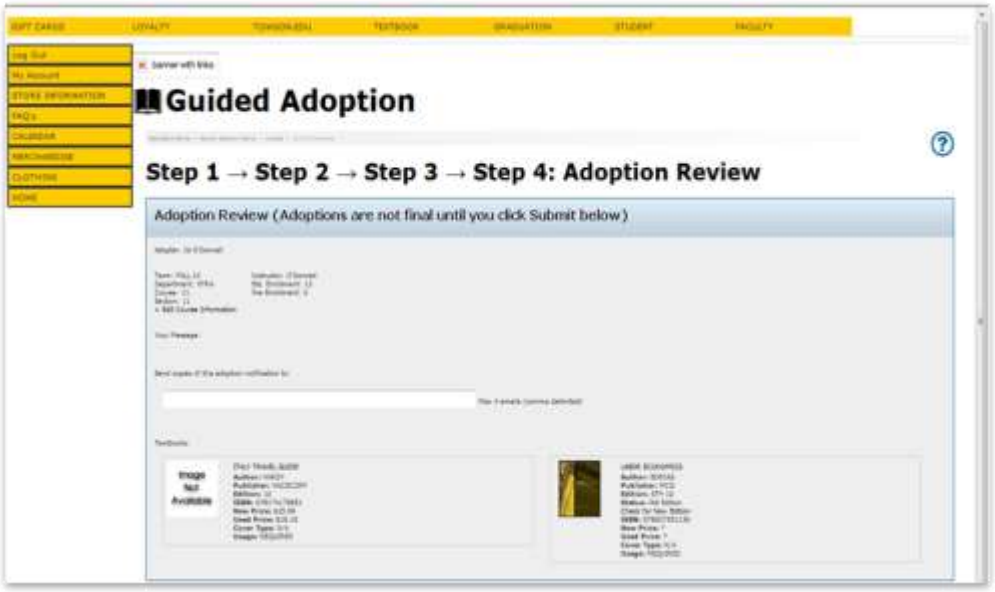
page, click ***Continue***. ***Note: Any message you would like the store to have about, please type in the Message to Book Box.***



9. The last step is the ***Adoption Review***. On this page all the information on the title(s) and usage is listed. Please make sure everything you need is listed. If you need to give this information to anyone, you can send an email from this page. Once you have reviewed the information and agreed to the Faculty Adoption Agreement, Click the ***Submit*** button.



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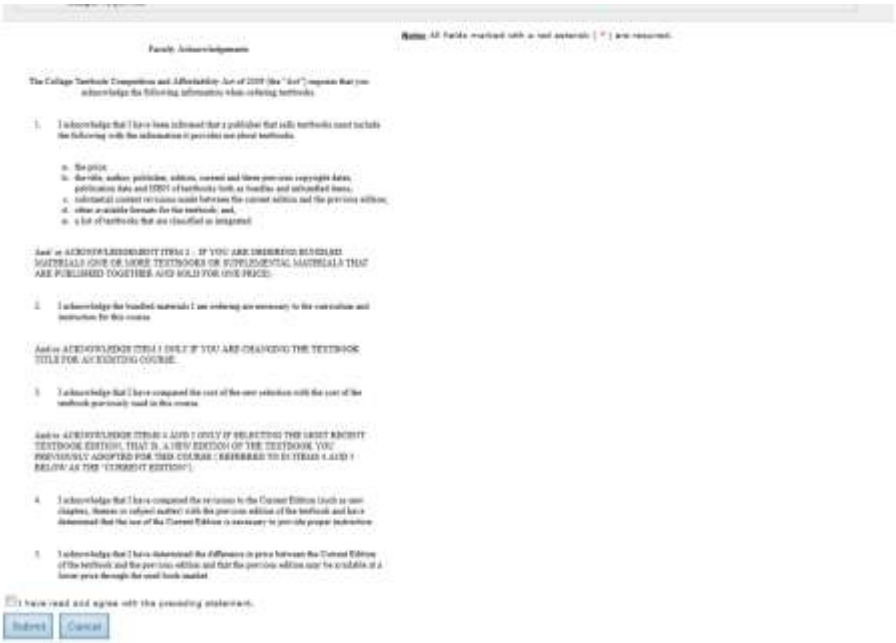
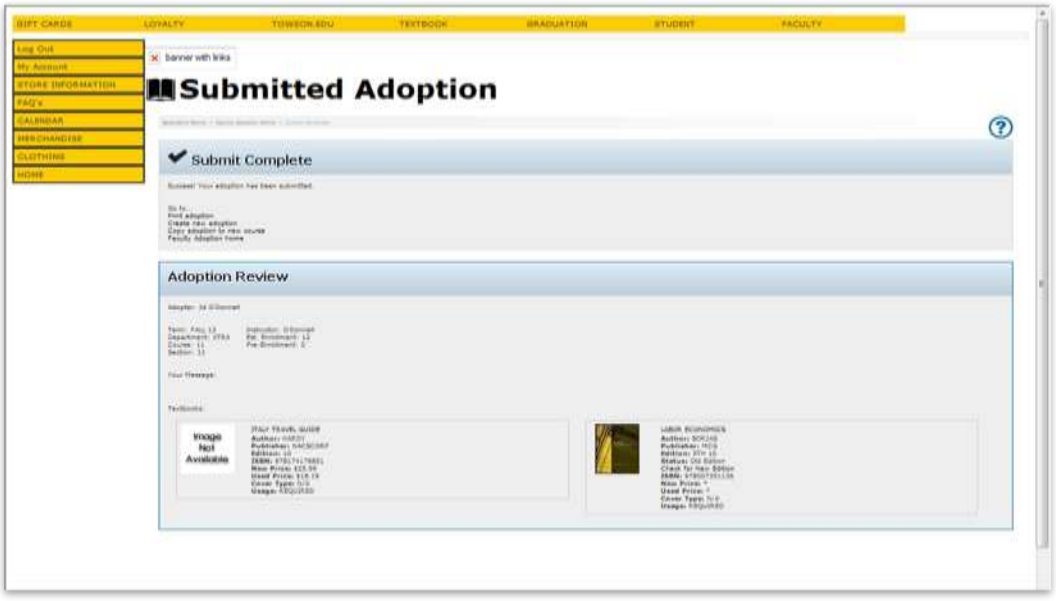


10. The system will let you know your adoption is submitted with Submit Complete on the page with your information listed. You are given additional options after your adoption is submitted.
    - ***a.*** ***Print adoption***- Allows you to print a hard (paper) copy of the adoption you submitted.
    - ***b.*** ***Create new adoption***- Takes you back to the beginning of the guided adoption process so you can do a new course.
    - ***c.*** ***Copy adoption to new course***-Keeps all the information you just adopted and allows you to copy the information to new course/section
    - ***d.*** ***Faculty Adoption Home***- Takes you back to the adoption home page



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