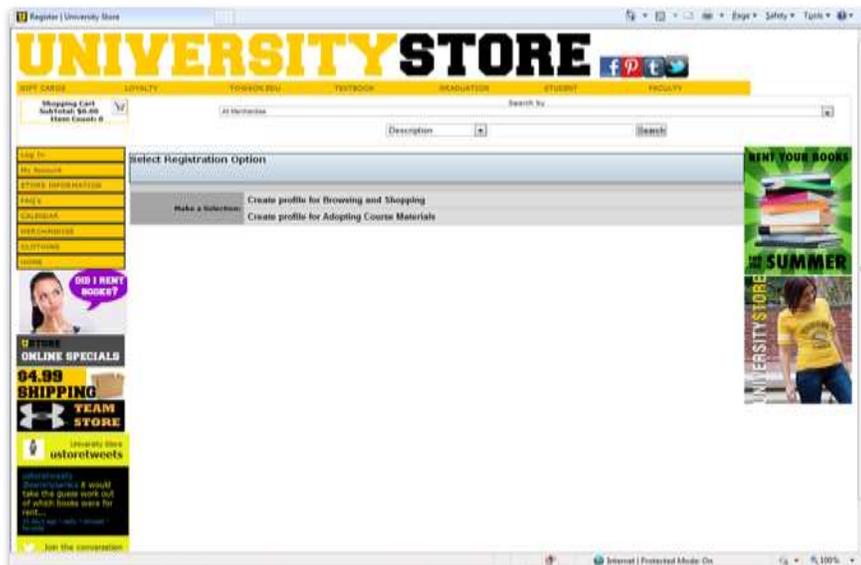


How to Register for Faculty Adoptions

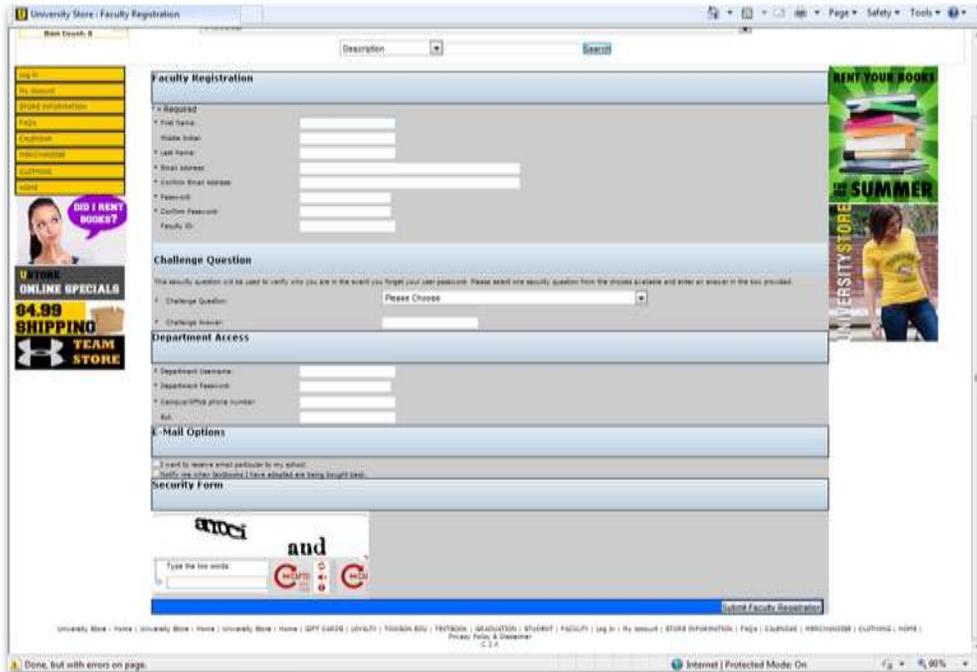
1. When you click **Adoptions** under **Faculty**, the log in screen comes up. If this is your first time using this system, you have to register. Click **Register Here** under the log in. If this is not your first time using this system, log in with the username and password you created when you registered and skip to step 7.



2. When you register, select **Create profile for Adopting Course Materials**.



3. Fill in ALL the information on the form that is required. **Departmental Username** and **Departmental Password** can be retrieved by contacting the Course Materials Office if the Admin does not have it. *Note: If you are teaching in more than one department, you will have to add the additional departments after you register. Example: ECED, ELED, and SPED each have a different code.*



4. When your registration is successful, you will get the below screen.

