

ASK USTORE

FACULTY RESOURCE CENTER

Online Textbook Adoptions

This guide will help faculty members complete an online registration and go through the process for placing online textbook adoptions.

For further questions or concerns, please contact ASKUStore at coursematerials@towson.edu.



Registering Online

In order to place adoptions online, faculty members must register at towsonustore.com by creating an account. Please use your TU e-mail address when registering.

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.

The screenshot displays the Faculty Log In page on the Towson University Store website. At the top, there is a navigation bar with the TU USTORE logo and social media icons. A search bar is located below the navigation bar, with a red arrow pointing to it. The main content area is titled "Faculty Log In" and contains a form with the following elements:

- Email Address: *
- Password
- Forget Your Password? Register Here
- Login button

Below the form, a disclaimer states: "YOU MUST REGISTER AS A CUSTOMER FOR THE UNIVERSITY STORE WEBSITE BEFORE PURCHASING ANY TEXTBOOKS OR MERCHANDISE. THIS PROFILE IS DIFFERENT THAN YOUR SCHOOL ISSUED USERNAME AND PASSWORD AS IT IS SPECIFIC TO THIS SITE ONLY." The footer includes links for Tiger Rewards, Textbook, Gift Cards, Technology, Graduation, Faculty, About, TU Gear, TU Press, My Account, Contact Us, and Privacy and Disclaimer.

STOP!

Please be aware that passwords must be changed every 90- days. Once changed, be sure to write it down. It may also be a good idea to also write down your challenge question answers.

If you need assistance resetting your password, please contact us at coursematerials@towson.edu.

Completing An Adoption Profile

Part of your registration process is complete will be to create your profile for **Adopting Course Materials**.

Complete your Adoption Profile by filling in all of the information on the form that is required.

The **Departmental Username** and **Departmental Password** can be retrieved by contacting the Course Materials Office if the Department Administrator 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. If you need assistance, contact us at coursematerials@towson.edu, and we can add them for you.

The screenshot shows the USTORE website's registration page. At the top, there is a navigation bar with the TU TOWSON UNIVERSITY logo, the USTORE logo, and social media icons. A shopping cart icon indicates 'Item Count: 0' and 'Sub-Total: \$0.00'. Below the navigation bar is a search bar and a menu with categories like 'TIGER REWARDS', 'Customer my account page', 'TEXTBOOKS', 'GIFT CARDS', 'TECHNOLOGY', 'GRADUATION', 'FACULTY', 'INFORMATION', 'GREEK', 'SHOP', and 'LOGIN'. The main heading is 'Select Registration Type'. Underneath, a box titled 'Registration Options' contains the instruction 'Make a Selection:' followed by two options: 'Create profile for Browsing and Shopping' and 'Create profile for Adopting Course Materials'. A red arrow points to the second option. At the bottom of the page, there is a footer with links for 'Tiger Rewards', 'Textbook', 'Gift Cards', 'Technology', 'Graduation', 'Faculty', 'About', 'TU Gear', 'TU Press', 'My Account', 'Contact Us', and 'Privacy and Disclaimer'.

Placing Textbook Adoptions

Once you have completed the registration process, you are ready to place your textbook adoptions.

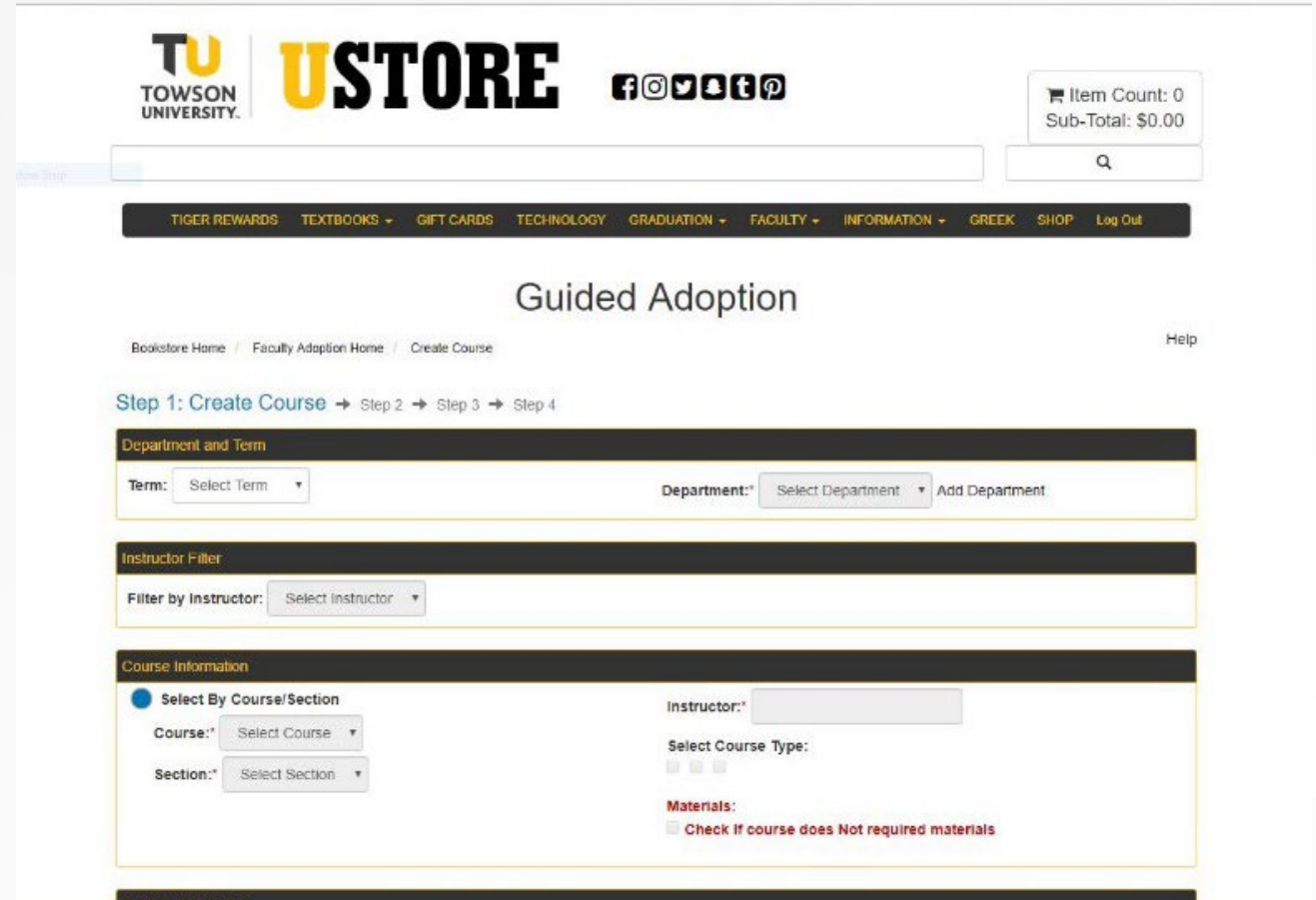
1. Navigate back to the towsonustore.com home page and click on **Faculty**. Under **Faculty**, select **Adoptions**. This will lead you to the **Faculty Log-In** page from the registration process.
2. After logging in with your TU email address and the password you created at registration, please proceed to the **1-2-3 Step By Step Method**.




Placing Adoptions

After clicking on **1-2-3 Step By Step Method**, the screen will look like the image to the right.

- 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, click **Continue**.



TU TOWSON UNIVERSITY USTORE 

Item Count: 0
Sub-Total: \$0.00

TIGER REWARDS TEXTBOOKS GIFT CARDS TECHNOLOGY GRADUATION FACULTY INFORMATION GREEK SHOP Log Out

Guided Adoption

Bookstore Home / Faculty Adoption Home / Create Course Help

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

Department and Term

Term: Department: Add Department

Instructor Filter

Filter by Instructor:

Course Information

Select By Course/Section

Course: Instructor:

Section: Select Course Type:

Materials: Check if course does Not required materials

Finding Your Textbooks

In this step, you will be able to find your textbooks for each course that you are teaching that semester. On this screen you have multiple ways to search and add your books for your course:

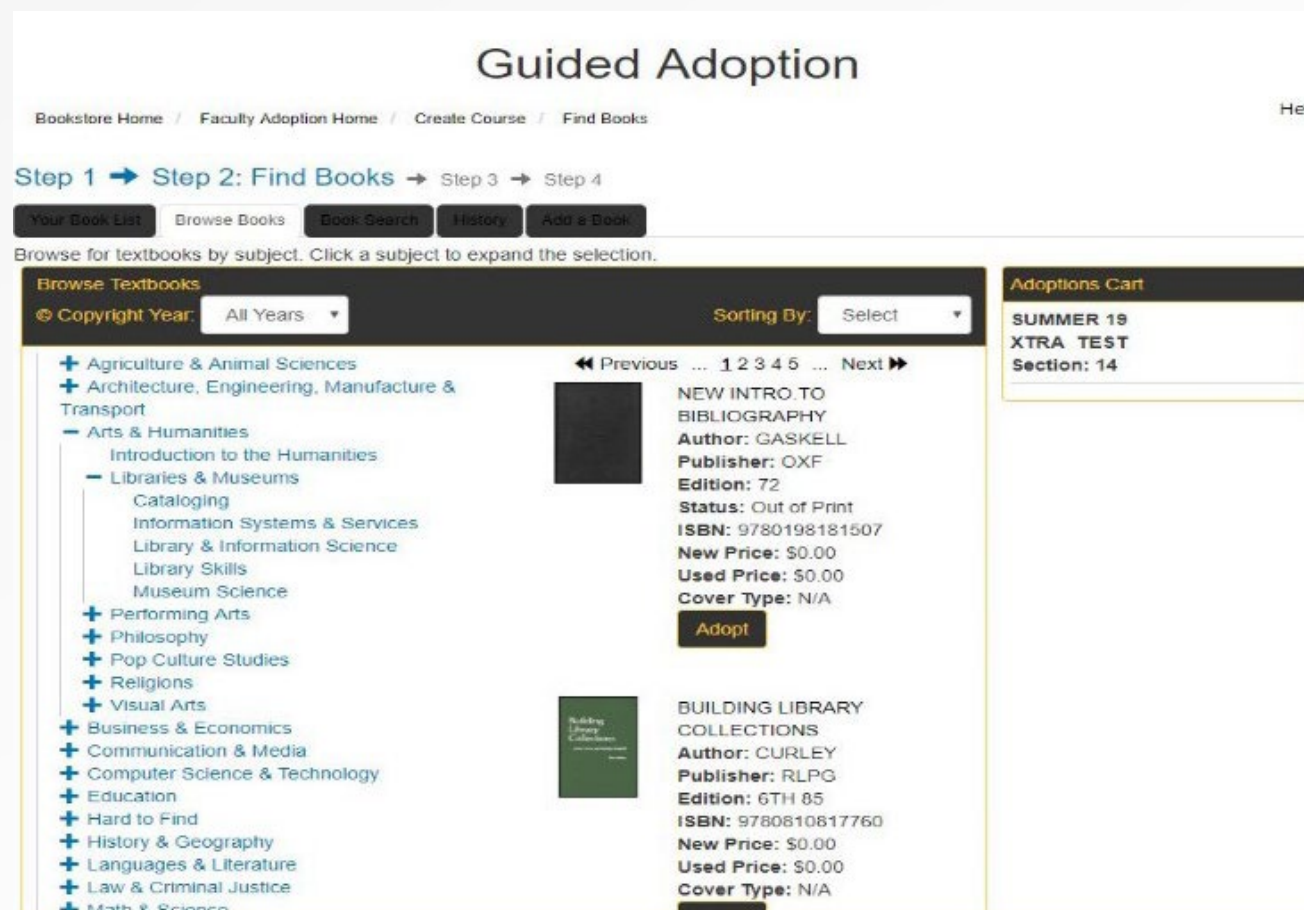
a. Your Book List- It will accumulate as you use the system. It will maintain a list of books you have adopted in the system.

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

c. Book Search- This is the preferred method for adding your textbooks. See the next slide for further instruction.

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 options listed above, or you know that this is a new custom book. On this screen you will be able to add the book information. You **must at least** have the **Author** and **Title**. When you add the ISBN do NOT use hyphens (-) or commas (,). Click **Adopt**.



Guided Adoption

Bookstore Home / Faculty Adoption Home / Create Course / Find Books

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

Your Book List | Browse Books | Book Search | History | Add a Book


Browse for textbooks by subject. Click a subject to expand the selection.


Browse Textbooks

© Copyright Year: All Years | Sorting By: Select

- + Agriculture & Animal Sciences
- + Architecture, Engineering, Manufacture & Transport
- Arts & Humanities
 - Introduction to the Humanities
 - Libraries & Museums
 - Cataloging
 - Information Systems & Services
 - Library & Information Science
 - Library Skills
 - Museum Science
 - + Performing Arts
 - + Philosophy
 - + Pop Culture Studies
 - + Religions
 - + Visual Arts
- + Business & Economics
- + Communication & Media
- + Computer Science & Technology
- + Education
- + Hard to Find
- + History & Geography
- + Languages & Literature
- + Law & Criminal Justice
- + Math & Science

Previous ... 1 2 3 4 5 ... Next


NEW INTRO TO BIBLIOGRAPHY
Author: GASKELL
Publisher: OXF
Edition: 72
Status: Out of Print
ISBN: 9780198181507
New Price: \$0.00
Used Price: \$0.00
Cover Type: N/A
[Adopt](#)


BUILDING LIBRARY COLLECTIONS
Author: CURLEY
Publisher: RLPG
Edition: 6TH 85
ISBN: 9780810817760
New Price: \$0.00
Used Price: \$0.00
Cover Type: N/A
[Adopt](#)

Adoptions Cart

SUMMER 19
XTRA TEST
Section: 14

Book Search Method

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**.
- Once book appears click **ADOPT**. The book will be added to your adoption cart listed to the right of the screen.
- “Custom” books which were not previously entered into the system will not show up when you enter the ISBN. If you are having any problem with this, contact coursematerials@towson.edu , and we will add it manually for you.
- To add another book, clear out the search field and enter in the next book information. DO NOT select continue until all of your selections have been added.
- Continue this process until all the books you want are listed under course adoption cart. Then click **Continue**.

The screenshot displays the USTORE website interface for a guided adoption. At the top, the TU TOWSON UNIVERSITY logo and USTORE branding are visible, along with social media icons and a shopping cart showing 0 items and a sub-total of \$0.00. The main navigation bar includes links for TIGER REWARDS, TEXTBOOKS, GIFT CARDS, TECHNOLOGY, GRADUATION, FACULTY, INFORMATION, GREEK, SHOP, and Log Out. The page title is "Guided Adoption". Below the title, there is a breadcrumb trail: Bookstore Home / Faculty Adoption Home / Create Course / Find Books. A progress bar indicates the current step is "Step 2: Find Books". Navigation buttons include "Your Book List", "Browse Books", "Book Search", "History", and "Add a Book". A search bar is present with "ISBN" selected and the value "9781555703158" entered. The search results show a book titled "CONNECTING YOUNG ADULTS+LIBRARIES" by JONES, published by ALA, 2ND 98 edition, with a price of \$0.00. An "Adopt" button is visible below the book details. On the right side, there is an "Adoptions Cart" section showing "SUMMER 19 XTRA TEST Section: 12".

Book Search Method *continued*

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 page, click **Continue.**

Once you have submitted adoptions for your classes you will not be able to go back in and add/remove/edit. Contact coursematerials@towson.edu and we will be happy to make any changes for you.

Note: If there is a message you would like the UStore to have about your adoption, please type in the **Message to Book Store Box.**

Guided Adoption


Help

Bookstore Home / Faculty Adoption Home / Create Course / Select Usage


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

Select Usage


Textbooks



CONNECTING YOUNG ADULTS+LIBRARIES
Author: JONES
Publisher: ALA
Edition: 2ND 98
Status: Old Edition
 Check for new edition.
ISBN: 978155570315
New Price: \$0.00
Used Price: \$0.00
Cover Type: Paperback
Usage:*



MARKETING PLANNING LIB +INFO.SERVICE
Author: WEINGAND
Publisher: ABC CLIO
Edition: 2ND 99
ISBN: 978156308612
New Price: \$0.00
Used Price: \$0.00
Cover Type: Print on Demand
Usage:*



DIGITAL LIBRARIES
Author: ARMS
Publisher: TRILITERAL
Edition: 00
ISBN: 978026251127
New Price: \$0.00
Used Price: \$0.00
Cover Type: Paperback
Usage:*

Adoptions Cart

SUMMER 19
XTRA TEST
Section: 14

CONNECTING YOUNG ADULTS+LIBRARIES
 Detail Remove

MARKETING PLANNING LIB.+INFO.SERVICE
 Detail Remove

DIGITAL LIBRARIES
 Detail Remove

Adoption Review

The last step is the **Adoption Review**.

On this page all of the information on the title(s) and usage is listed.

Please make sure all selections are correct. If you need to share this information with anyone, you can send this page in an email.

Once you have reviewed the information, Click the **Submit** button.


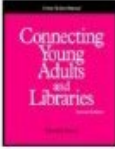

Bookstore Home / Faculty Adoption Home / Create Course / Submit Adoption Help

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

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

Adopter: Makea King	Instructor: FOLEY
Term: SUMMER 19	Est. Enrollment: 0
Department: XTRA	Pre-Enrollment: 0
Course: TEST	
Section: 14	
Course Message:	
Edit Course Information	
Send copies of this adoption notification to:	
<input type="text" value="Max 4 emails, seperated by comma"/>	

Textbooks

 <p>DIGITAL LIBRARIES Author: ARMS Publisher: TRILITERAL Edition: 00 ISBN: 978026251127 New Price: \$0.00 Used Price: \$0.00 Cover Type: Paperback Usage: Direct Access</p>	 <p>CONNECTING YOUNG ADULTS+LIBRARIES Author: JONES Publisher: ALA Edition: 2ND 98 Status: Old Edition ISBN: 978155570315 New Price: \$0.00 Used Price: \$0.00 Cover Type: Paperback Usage: REQUIRED</p>
 <p>MARKETING PLANNING LIB.+INFO.SERVICE Author: WEINGAND Publisher: ABC CLIO Edition: 2ND 99 ISBN: 978156308612 New Price: \$0.00</p>	

Once you have submitted your textbook adoptions, you will see **Submit Complete** on the webpage with your information listed.

You will be given additional options after your adoption has been submitted.

a. Print adoption- Allows you to print a 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.

