Textbook Ordering 101

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Through *FacultyEnlight*[®], our online adoption platform, you can research and adopt course materials in one convenient location.

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STEP 1:

Click **Faculty Resources** on the bookstore homepage (www.smu.bncollege.com) and be automatically redirected to the *FacultyEnlight* website. Or go to www.facultyenlight.com.

STEP 2:

Sign In or **Create an Account** for a *4 year private university* in just a few simple steps.

STEP 3:

To order materials, click Adopt.

Drop down menus make it easy to identify Term, Department, Course, and Section.

Want to use one textbook for all sections? Simply click **Select All**, and the textbook you choose will be added to each one.

STEP 4:

To choose materials, click **Continue**. Select **Search for Course Materials** to search by ISBN, Title, Author, or even Publisher.

From this screen, you can search your **History**, search your colleagues' adoptions, access your **Favorites Lists**, or order **Non-Text Materials**.

If your class does not require a textbook, just click the **No Materials Required For This Course** box.

STEP 5:

After you've found the right material, click Adopt This Book, then Continue to Review/Submit.

To select additional materials, click Add More Materials. From here, you will also mark course materials Required or Recommended.

When you've finished making all your selections, click **Submit Order**.

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Still have questions? Please contact Rachel Russell or Cameron Cruz at (214)768-2435