

Course Materials Ordering 101

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

STEP 1:

Click the *FacultyEnlight* link in the email from your bookstore manager to access the website. You can also visit the *FacultyEnlight* homepage directly by going to www.facultyenlight.com.

STEP 2:

You've already been registered for the site! **Sign In** using the login information you received in your Welcome Email from *FacultyEnlight*.

STEP 3:

To order materials, click **Adopt**.

Drop down menus make it easy to identify Campus, 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**. If you already know the ISBNs you want to use, select **Add by ISBN** to quickly add these materials.

To research materials and find the right textbook for your class, select **Search for Course Materials** to search by ISBN, Title, Author, or even Publisher.

From this screen, you can also search your colleagues' requisitions, 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 selection, click **Submit Order**.



SEARCH PEER REQUISITIONS

Unsure of the best materials for your course? We make it easy for you to see what other professors at your campus and campuses around the country are using.

SEARCH MY SCHOOL ADOPTIONS

This option lets you find course materials ordered for any department or course at UCI.

SEARCH BOOKS OTHER SCHOOLS ARE USING

Here you can search by a specific school and discipline to see what your peers around the country are using.

STILL HAVE QUESTIONS?

Contact your bookstore for details.

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