A Guide To Saving Time and Improving Textbook Adoption

BARNES & NOBLE COLLEGE | **FACULTY ENLIGHT**

CONTENTS

ABOUT FACULTYENLIGHT®

We conducted extensive, nationwide research with faculty members around the country, gathering feedback on your preferences, needs, wants and challenges when it comes to the textbook adoption process. Armed with this insight, we created a digital experience that allows faculty to research and adopt course materials in one, convenient place. *FacultyEnlight* is our online textbook adoption platform; its purpose is to save you time and make the adoption process easier.

We're also excited to announce that *FacultyEnlight* now integrates with your school's **LMS** platform. You can quickly access all features of *FacultyEnlight* directly through your LMS profile. If you do not see the "Research & Adopt Course Materials" link in your LMS navigation, please reach out to your LMS Administrator or Instructional Designer to have it activated for your courses.

FACULTYENLIGHT FEATURES

• Ability to research and adopt course materials in one, convenient place

• Compare costs to student and identify format availability before adoption

• Read peer product reviews and write your own

On the following pages, we will walk you through *FacultyEnlight*, exploring its many benefits and features, and allowing you to see for yourself just how simple, convenient and valuable it is.

GETTING STARTED

FacultyEnlight is conveniently accessed via the "Faculty Resources" link in the upper right corner of your campus store's website. When you click on this link, it will take you to your school's personalized *FacultyEnlight* page. Simply create your *FacultyEnlight* account (or sign in if you already have one).

Though you do not have to register or sign in to explore *FacultyEnlight* and search the textbook database, we recommend registering so that you have access to the many additional features, such as accessing your adoption history, which will make adopting even easier.

THE BENEFITS OF REGISTERING INCLUDE:

• Access your past adoptions for the last two years at all of your affiliated campuses

• Easily add or remove materials from your previously placed adoptions

• Build and refer back to your "favorite" lists

• Write book reviews and share them with other faculty

The registration process is simple. Just click on the "Create Account" link to register and fill in your information. Click "Submit" when the form is complete. Once you have registered, you will receive a confirmation email. On screen, you will be prompted to sign in.

THE ADOPTION PROCESS

To start your adoption, select Adopt in the navigation bar.

1 ▸ SELECT COURSE

• To start your adoption, you must select your course. If you have multiple campuses, first select the correct campus from the School Name drop-down menu.

• You then select the Term, Department and Course. If you do not see the course you are teaching, you can add it, under the correct Department.

• Finally, select your section(s). You can edit the Enrollment and Instructor information for your section, and if you do not see your section, you can add it.

• You can then select Continue to go to Step 2: Add Materials.

Note: if you do not require materials for the course you can simply check the box 'No Text Material Required For This Course' and hit Continue to be taken right to Step 3: Review & Submit.

Search	Adopt	Discover	Learn	History

Step 1: Select Course | Step 2: Add Materials | Step 3: Review & Submit

Please select your School, Term, Department, Course and Section(s) to begin your order.

School Name: Marist College

Term *   Fall 2016

Department *   BIOL

Course *   101L

Not seeing the course you are teaching? _____ + Add

	Section	Enrollment	Instructor	
☐ Select All				
☑ Section	111	15	TBA	
☑ Section	112	15	TBA	
☐ Section	113	15	TBA	
☐ Section	190	0	TBA	
☐ Section	721	30	MAHONEY, MICH	+ Add

☐ No Text Material Required For This Course

Continue

* Indicates Required Field

RE-ADOPT MATERIALS POPUP

• When you hit continue, you may see a popup asking if you want to re-adopt the same materials you previously adopted. This popup will display when materials were adopted for same department, course, and section or instructor for the same term in the previous year.

• You can choose to select all, some or none of these materials.

• If you select Yes or adopt some, then you will be taken to Step 3: Review & Submit.

• If you select No, you will be taken to Step 2: Add Materials.

We see that you have previously adopted the materials below for this course. Would you like to adopt them again?

Yes, Select ALL   **No, Select New Materials**

Textbook Details

Section: 117 - Instructor: TBA

Critical Issues in Global Health | Edition: 1

Author: C. Everett Koop (Editor), Clarence E. Pearson (Editor), M. Roy Schwarz (Editor)
ISBN: 9780787963774
Publisher: Wiley
Publication Date: 09/06/2002
Estimated Student Price **(Savings based on Print, New)**

Print, new: $75.00
Print, used: $56.25 **(25% Savings)**
Print, new rental: $67.50 **(10% Savings)**
Print, used rental: $33.75 **(55% Savings)**

Adopt This Book

Not available as eTextbook, Notify publisher?

ESSENTIAL BIOLOGY MAHONEY PACKAGE

Author: CAMPBELL
ISBN: 9780321927132
Publisher: PEARSON
Publication Date: -
Estimated Student Price **(Savings based on Print, New)**

3

2 ▸ ADD MATERIALS

You can now add materials to your adoption by choosing one of the eight options displayed.

TO ADD MATERIALS, YOU CAN:

ADD BY ISBN
If you already know the item's ISBN, simply enter the 13-digit number here.

SEARCH FOR COURSE MATERIALS
If you want to search by ISBN, Title, Author, Subject, or Publisher select this option.

ADD FROM FAVORITES LIST
If you saved titles to your favorites lists, you can easily adopt them using this option.

SEARCH HISTORY
Use this option to easily find materials you previously adopted through *FacultyEnlight*.

ADD NON-TEXT MATERIALS
If you require any non-text materials, such as an iClicker, don't forget to add them here.

SEARCH MY SCHOOL ADOPTIONS
To search what you or others at your school have adopted in the past two years, click this option. Use the drop downs to find materials that were previously used at your school.

NO MATERIALS REQUIRED FOR THIS COURSE
If you don't require course materials, you can select this to submit your course as No Text Materials Required.

SEARCH BY OTHER SCHOOLS
To see what materials your peers are using, you can search another school's adoptions here.

Search	Adopt	Discover	Learn	History

Step 1: Select Course ▸ Step 2: Add Materials ▸ Step 3: Review & Submit

Course Details

School: Marist College
Term: Fall 2016   Department: BIOL   Course: 101L
Section: 111 , Estimated Enrollment: 15 , Instructor: TBA
Section: 112 , Estimated Enrollment: 15 , Instructor: TBA   Edit Course?

How would you like to add materials?

Add by ISBN
The quickest way to add materials if you have all of your 13 digit ISBNs on hand.

Search for Course Materials
Still trying to find the right materials? Search the catalog by ISBN, Title/Subject, Author, and/or Publisher here.

Add from Favorites List
Favorites Lists are only available to registered users and are a convenient place to store your favorites.

Search History
Using the same materials as last term? Search here for the materials you adopted through *FacultyEnlight*.

Add Non-text Materials
Don't forget the iClicker! Any non-text materials can be added here.

Search My School Adoptions
Search your entire campus's adoptions - including your own - for the past three years.

No Materials Required For This Course
To save you time, this option is also available on Step 1.

Search by Other Schools
Interested in seeing what course materials your peers are using? Search another school's adoptions here.

SEARCH RESULTS

FacultyEnlight gives you an in-depth look at the textbooks available based on your search terms.

FacultyEnlight shows all the available formats and corresponding price estimates for that textbook, includes a link that alerts you if a new edition is available, and gives you the ability to request a print desk copy, ensuring you can find and select the most affordable options for your students.

By clicking on the title of a textbook, you can view the Product Details page.

TEXTBOOK DETAILS

You can explore additional details about each textbook by clicking on the different tabs. Explore the overview and author bios, review the table of contents, read the product reviews – or write one yourself – and see which campuses also have adopted this title.

You may also create and view your Favorites List now that you are a registered user, bookmarking textbooks you want to remember.
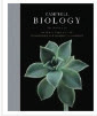
Adoptions can also be left in your Book Bag for up to 30 days, allowing you to step away from the adoption process and later pick up where you left off, without worrying about losing your previous research work.

3 ▸ REVIEW & SUBMIT ORDER

- If you reach the "Review & Submit" page and notice that your course is incorrect, you can simply select "Edit Course." This will allow you to change the course associated with those textbooks currently in your Book Bag.

- You will then be prompted to review your adoptions and select "required" or "recommended" before submitting. When you are ready, click "Submit Order." You will receive an email confirmation.

- If you have other options, like "Go to Class First," or if a student may select one title from a list of texts, select "Required," but use the notes field to communicate these specifics to your bookstore manager.

- *FacultyEnlight* also makes it easy to get approval for your adoptions placed online. If your campus or department requires approval, you will be prompted to select your Department Administrator's name after hitting "Submit Order." He or she will receive notification of your adoption and will be able to approve or disapprove the adoption. Once your adoption is approved, it will be sent directly to the bookstore, and you will receive an adoption confirmation email. For details on these steps, please see Adoption Approvals.
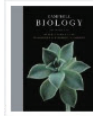

The screenshot shows the FacultyEnlight Adopt workflow at Step 3: Review & Submit.

Course Details
School: Marist College
Term: Fall 2016   Department: BIOL   Course: 101L
Section: 111 , Estimated Enrollment: 15 , Instructor: TBA
Section: 112 , Estimated Enrollment: 15 , Instructor: TBA   Edit Course?

Textbook Details

Campbell Biology | Edition: 9
Author: Jane B. Reece, Lisa A. Urry, Michael L. Cain
ISBN: 9780321558237
Publication Date: 09/27/2010
Publisher: Benjamin Cummings
Estimated Student Price **(Savings based on Print, New)**
Print, new: $251.95
Print, used: $188.95 **(25% Savings)**
Print, new rental: $226.75 **(10% Savings)**
Print, used rental: $100.80 **(60% Savings)**
eBook, buy: $151.00 **(40% Savings)**
eBook, rent (for 180 days): $103.00 **(59% Savings)**
Student use of this title is
○ Required   ○ Recommended
Rating: ★★★★★ Read 1 review | Write your review

Add a note:

EDITING ADOPTIONS

ADOPTION HISTORY

You can view your previously placed adoptions by selecting History. This will display all of your adoptions placed as a registered user on *FacultyEnlight*.

To view details for any adoption or to edit an adoption for an active term, you can select the View/Edit button.

When you select View/Edit, you are taken to the "View Adoption Details" page. Here, you have the ability to edit the adoption, delete the adoption, print the adoption, or re-adopt the same course materials for another course or term.

EDITING ADOPTIONS

When you choose to Edit an adoption, you are taken to the Edit Adoption page where you can make changes to your adoption. Once changes are made, you can select "Submit Changes" to send these updates to the bookstore.

At any time, if you no longer want to make your changes, you can select "Discard Changes" to be taken back to the History page.

EDIT SECTIONS

You can select the link "Edit Section" to add or remove sections, change instructor names, or edit enrollments.

ADD MATERIALS

You can add more materials by selecting the "Add More Materials" button. You will then be able to add ISBNs, New Titles, or Non-text Materials.

REMOVE MATERIALS

You can remove materials on an adoption by selecting the "Remove" button under the item. If you remove all materials on an adoption, you will be prompted to add more materials, submit the adoption as no course materials required, or go back to delete the entire adoption.

EDIT/ADD NOTES

You can edit a note or add a new one by using the Add a Note field.

CHANGE REQUIRED OR RECOMMENDED

You can edit if a material is required or recommended by using the radio buttons for each item.

Edit Adoption

Course Details

School: California State University-971
Term: Fall 2016 Unit 2   Department: CHEM   Course: 101
Section: 02 , Estimated Enrollment: 25 , Instructor: STAFF   Edit Section?

<< Discard Changes
Add More Materials
Submit Changes >>

Inorganic Chemistry | Edition: 5

Author: Gary L. Miessler, Paul J. Fischer, Donald A. Tarr
ISBN: 9780321811059
Publication Date: 02/15/2013
Publisher: Prentice Hall
Estimated Student Price **(Savings based on Print, New)**
    Print, new: $231.60
    Print, used: $173.70 **(25% Savings)**
    Print, new rental: $150.55 **(35% Savings)**
    Print, used rental: $104.20 **(55% Savings)**
    eBook, buy: $143.00 **(38% Savings)**
    eBook, rent (for 180 days): $98.00 **(58% Savings)**
Student use of this title is
⦿ Required ⦾ Recommended

Remove

Add a note:

HOW TO REQUEST A DESK COPY

1. To request a Desk Copy in *FacultyEnlight*, you must be a signed-in, registered user. Once signed in, use the Search function to find a title, and you will see the option to request a Print Desk Copy in the search results.

2. Once you have found your title, you will see "Request Desk Copy? Print" located at the bottom of the title's details. Click on the blue "Print" link to request a desk copy. (Note: Digital Desk Copies are currently unavailable through *FacultyEnlight*.)

THREE WAYS TO CREATE A DESK COPY REQUEST

When you request a Desk Copy, these requests will be sent to the publisher in one of three ways.

1. If we have the publisher's email address on file, clicking the Desk Copy Request link will bring you to a form within the *FacultyEnlight* site. This form should be filled out online and the information will be sent to the email address on file. You will receive a confirmation email that the form was sent.

2. If the publisher has their own Desk Copy Request site that is preferred, you will be redirected to the publisher's website. Please follow the directions on the site to request your desk copy.

3. If we have neither the publisher's email nor their website address on file, you will see a PDF form open in a new tab or window. This form must be filled out and emailed, faxed or mailed directly to the publisher.

FOLLOWING UP ON REQUESTS

After submitting a Desk Copy request, if you have not received your request or heard from the publisher, please follow up with the publisher directly to find out the status of your request.

1. If you submitted a request using the online form, you can find the publisher's contact information in the confirmation email you received for your request.

2. If you submitted a request through the publisher's website, you should be able to find the correct contact information on their site.

3. If you used the PDF form to submit a request, you can search for the publisher's contact information online, or ask your bookstore manager for assistance.

ONLINE FORM

PDF FORM

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HOW TO EDIT YOUR ACCOUNT INFORMATION

Log on to your *FacultyEnlight* account. Then click the Welcome message at the top of the page to go to your account settings.

HOW TO EDIT YOUR PASSWORD OR EMAIL

1. Once you are in your account settings, go to the Edit Email/Password tab.

2. To edit your password, simply enter your current password and then enter the new password and confirm. Then hit Submit.

3. To edit your email, enter your current password and the new email you wish to use. Then hit Submit.
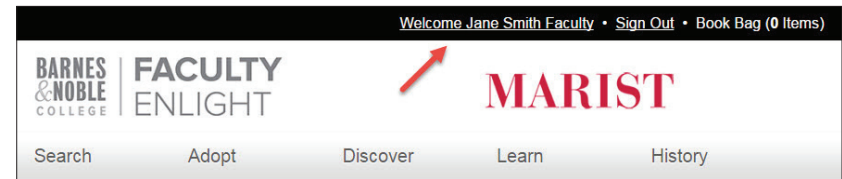
HOW TO EDIT YOUR CAMPUSES

1. Once you are in your account settings, go to the Edit Profile tab.

2. Here you can add or remove additional campuses (up to 10), as well as change your primary campus. Simply hit "+Add More" to add another campus.

3. To remove a campus, simply hit "Remove" next to that campus.

Please note: Department Admin users will not be able to add/remove campuses from their profiles. If you need any campuses added or removed, please send this information to your bookstore manager.

4. The first campus listed is automatically your primary campus. To change this, select the checkbox "Make this my primary school affiliation" next to the campus you want as primary.

5. You can also edit your First and Last Name, and Phone Number on this page.

6. Once your changes have been made, hit Submit to save the changes.
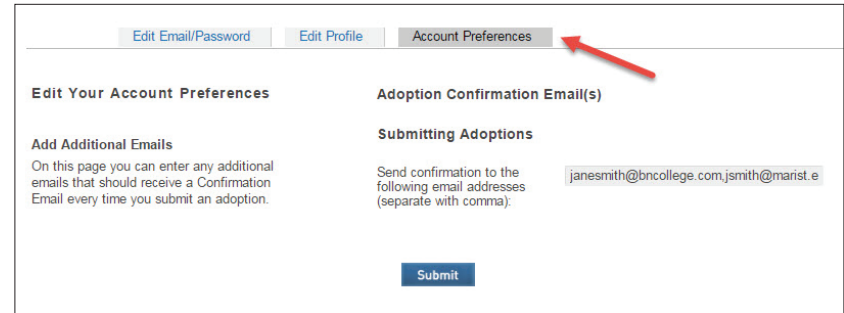
HOW TO ADD ADDITIONAL EMAIL ADDRESSES

1. Once in your account settings, go to the Account Preferences tab.

2. In the provided space you can enter any other email addresses you want to always receive an adoption confirmation email, when you place an adoption. Email addresses should be separated with a comma.

3. Once your changes are made, hit Submit to save the changes.

Edit Email/Password	Edit Profile	Account Preferences

Edit Your Account Preferences

Add Additional Emails
On this page you can enter any additional emails that should receive a Confirmation Email every time you submit an adoption.

Adoption Confirmation Email(s)

Submitting Adoptions

Send confirmation to the following email addresses (separate with comma):

janesmith@bncollege.com,jsmith@marist.e

Submit

HOW TO RETRIEVE A FORGOTTEN USERNAME OR PASSWORD

1. On the *FacultyEnlight* login page, simply select the link "Forgot username or password?"

2. Then enter either your Username or your Email Address and hit "E-mail new password." You will see confirmation that an email has been sent, and the password reset email will automatically be emailed to the email address on your account. If you don't receive this email, please check your spam folder.

3. The email will contain your username. It will also contain a link in case you forgot your password. This link is only valid for 24 hours and can only be clicked once. Click this link.

4. The link will validate your email address, but you are not logged in yet and your password has not been changed. Click "Log In" to edit your password.

HOW TO RETRIEVE A FORGOTTEN USERNAME OR PASSWORD (CONT.)

5. This will take you to your Account Page and will let you know that you just used a one-time link. You are now logged in, but you must still change your password.

6. You must enter your new password, then confirm this password and hit "Submit."

Passwords must be at least 7 characters long and require at least: one lowercase letter, one uppercase letter, one number and one special character. (It is advisable to write down your password and keep it in a safe place, in case you forget it.)

7. You will receive a notification that the changes have been saved and you will be redirected to the homepage. When you log out, use your new password to log in.

ADOPTION APPROVALS

FACULTY INSTRUCTIONS

FacultyEnlight makes it easy to get approval for your adoptions placed online. If your department requires approval, you will be prompted to follow the steps below.

1. Simply place an adoption as usual, and on the "Review & Submit" page, hit "Submit Order."

2. A screen will pop up and you must choose your Department Administrator's name from the drop down menu, and enter a note for them. Then select if you want to receive a copy of the email, and hit "Submit." A popup will confirm your adoption has been submitted for approval.

3. Your Department Administrator will receive an email telling them that your adoption is awaiting approval. They may either approve or disapprove this adoption. Your adoption is marked Sent in your History.

4. When your Administrator approves the adoption, it is sent directly to the bookstore for processing. You will receive an email notification that your adoption was approved, as well as an Adoption Confirmation Email.

Please select the email address for your Department Representative from the drop down window:*

To: * Dept Admin, Florentine ▾

NOTE: If the name for your Department Representative is not displayed, please choose: 'Not Listed-Alert The Store Manager'. The Store Manager will report that the DeptAdmin needs to be added as a user to FacultyEnlight.

Personal Message: * Please Approve this new title.

Your Name: * Jane Smith Faculty

Your Email Address: * flehar@bncollege.com

☑ Send me a copy of this email

Submit

* Indicates Required Field

Your adoption has been sent to your department representative for approval.

We have sent your email to following address(es):
florentine.lehar@gmail.com

We also sent a copy to you at:
flehar@bncollege.com

Close Window

DISAPPROVED ADOPTIONS

1. If your adoption is disapproved, you will receive an email notification and it will be marked Disapproved in your History. The email will contain a message from your Department Administrator explaining why the adoption was disapproved. Select the link "Edit Your Adoption" to make changes.

2. If you are already logged in to *FacultyEnlight*, you will be taken to the "Review & Submit" page. If not, you will be prompted to log in and then taken directly to this page.

3. This page shows your disapproved adoption. You can remove any incorrect textbooks on this page by selecting "Remove." You can add more textbooks by selecting "Add more materials" or going to the "Search" tab.

4. Once you have edited your adoption, and are back on the "Review & Submit" page and hit "Submit," you will be prompted once more to choose your Department Administrator from the drop-down menu, and the adoption will be sent to them for approval. It will be marked Approved in your History.

Course Details

School: BNC Test Store

Term: Fall 2015 Department: BIO Course: 211

Section: 1 Estimated Enrollment: 0 Instructor: HAZE

Your Adoption created on 08/28/2015 has been returned for editing by the department administrator for the following:

Please choose the newer edition. ← Reason for disapproval

Please Edit Your Adoption and resubmit it for approval.

Thankyou,

Florentine Dept Admin
(908) 991-2193
florentine.lehar@gmail.com

DEPARTMENT ADMINISTRATOR INSTRUCTIONS

Department Administrators can easily use *FacultyEnlight* to approve adoptions placed by department faculty members. To approve or disapprove faculty adoptions, simply follow the steps below.

IMPORTANT

If your department requires approval for adoptions, please ensure the bookstore has been made aware and enabled this feature.

1. When faculty members adopt for a department that requires approval, you will receive an email notification. Simply select the link in the email to log in to your *FacultyEnlight* account.

2. Once logged into *FacultyEnlight*, go to "Admin" tab, then "Approve Adoptions". You will see all the new adoptions awaiting approval. Use the drop-down menus to filter your view by Department and/or Status. You can also sort by the column names, by clicking on them.

3. Select the box next to one or more adoptions and click "View Selected" to view adoption details in a new window. In the new window, you can also right-click to print these details if another party needs to view and approve them. You can approve or disapprove from this screen, or close the window to go back to your list.

4. If you go back to the list, select one or many adoptions, and click "Approve" or "Disapprove." If you approve an adoption, it will be sent directly to the bookstore and the faculty member will receive a confirmation email. The status will change to Approved.

DEPARTMENT ADMINISTRATOR INSTRUCTIONS (CONT)

5. If you disapprove an adoption, a popup window will ask you to include the reason. Write your reason for disapproving, and select "Disapprove." This information will be sent to the instructor so they can edit their adoption. The status of this adoption will change to Disapproved.

6. Once the faculty member edits their adoption, you will receive an email, and it will show up again as New in your list so you can then approve it. Once approved, its status will change to "Approved."

Adoption Number: 1 of 1

Course Details

School: BNC Test Store

Term: Fall 2015   Department: BIO   Course: 211

Section: 1   Estimated Enrollment: 0   Instructor: HAZE

Message: * Please choose the newer edition.

* Indicates Required Field

Disapprove

Department Administrator
Features

BARNES &NOBLE COLLEGE | FACULTY ENLIGHT

At Barnes & Noble College, we know that Department Administrators and Secretaries play an important role in the adoption process. The Department Admin user-type lets you research and adopt textbooks for your department's entire faculty in one convenient place.

In addition to the easy-to-use features offered to faculty, Department Admin users are able to:

• Use reporting tools to keep track of department adoptions

• Send multiple confirmation emails

• Approve faculty adoptions

• Place multiple faculty adoptions at one time

We'll cover in detail how to use these great features and how they can benefit your department as a whole.

HOW DO I REGISTER AS A DEPARTMENT ADMIN?

Whether you are an existing registered user or a new user, simply email your Full Name, Phone Number, Email Address and Department to your bookstore manager to gain access to these great features.

REPORTING TOOLS

Under the "Admin Tab," go to "Search Adoptions." This will allow you to search for adoptions at any of your affiliated campuses that were placed online, using *FacultyEnlight*. You can easily keep track of department adoptions, whether they were placed by you or an instructor.

• To search, select the Term and hit Search.

• You may also choose to select the Department, Course and/or Instructor, depending on the detail needed.

• Click the blue "plus" button to add multiple search criteria.

• Your results will show up in a list, and you can then export this information to either Excel or PDF formats.

• Your selections will download in the background and you will recieve an email when the file is ready to download. You can also select "Report Downloads" to access all your downloaded reports.

CONFIRMATION EMAILS

There are two ways in which you can send additional confirmation emails.

1. When you want to ensure that all adoption confirmation emails always go to a specific person or people, such as your Department Chair, you can add their email address on your Profile page. They will then receive a confirmation email for every adoption you place.

2. In cases where you only want someone to receive an adoption confirmation email one time, or want to include one or more instructors on only a few adoption confirmation emails, you can easily do this on the "Review and Submit Order" page.

3. Simply enter one or more email addresses, and these faculty members will automatically receive notifications that their adoptions have been sent to the bookstore for processing. When placing multiple adoptions, you must enter the email address or addresses to receive adoption confirmation emails each time.

APPROVING ADOPTIONS

Many campuses require that their Department Heads or Deans approve faculty adoptions. With the adoption approval feature, Department Admin users are easily able to approve or disapprove adoptions.

Department Admin users whose departments require approval for all adoptions should notify their bookstore manager to enable this feature.

When one of your faculty members places an adoption, they will have to choose your name from a drop down list to submit it for approval. You will then receive an email with the information and can log in to approve or disapprove the adoption.

You can also access the approvals section to see pending adoptions by going to Admin, then Approve Adoptions.

For details please see *Adoption Approvals*.

QUICK ADOPTION

As a Department Admin user, you can easily place adoptions for your entire department, or group of departments, on one page.

• Simply go to the Quick Adoption section under the Admin tab.

• For the first adoption, select your Term, Department, and Course. Then click "Edit Sections" to choose the correct sections and hit Submit.

• Click the blue "plus" button to add another Term/Department/Course requiring the same materials. You can also add additional emails, separated by a comma, that will receive the adoption confirmation email.

• You can then select "No materials required," or adopt an ISBN, add a New Title or add Non-text Materials.

• Select the blue "plus" button to add multiple materials. Please note: each type of material requires different fields. These fields will be highlighted with a red outline after you select a type of material to adopt. To add a second adoption, simply click "Add another Adoption +."

Once all your adoptions are entered on the page, hit Submit and they will be sent to the bookstore. You will receive a separate confirmation email for each Course entered.

FAQs

I CAN'T REMEMBER MY PASSWORD. HOW DO I RESET IT?
You can use the 'Forgot username or password' link on the Sign In page. If you do not receive the password reset email, please check your spam. For more details please see *How to Edit Your Password or Email*.

HOW TO RETRIEVE A FORGOTTEN USERNAME OR PASSWORD.
Please see *How to Retrieve a Forgotten Username or Password*. If you have difficulties, please contact your bookstore.

I TEACH AT TWO CAMPUSES; DO I NEED A SEPARATE FACULTYENLIGHT ACCOUNT FOR EACH CAMPUS?
No. You can add up to ten campuses to your *FacultyEnlight* profile. For details, please see *How to Edit Your Campuses*.

I DID NOT RECEIVE MY CONFIRMATION EMAIL, WHAT DO I DO?
First, check your spam folder to see if the email is there. If not, to ensure your adoption was submitted, check your History. If the adoption is not listed there, it was not fully submitted. Please re-submit. If you have issues or questions, contact your bookstore manager.

WHERE DO I LOCATE MY ADOPTION HISTORY?
There are two ways to access past adoptions: "History" or "Find My School Adoptions" under Search.

History displays adoptions that have been made by a registered user of *FacultyEnlight*, while logged in. You can edit your previously placed adoptions for active terms by selecting View/Edit on your History page. Because materials may be adopted before becoming a registered user, it is recommended to first create an account.

My School Adoptions includes all adoptions in your school for the last two years, including your own. Please note, only registered users can access this information, and must be logged in.

I TRIED TO PLACE A NEW ADOPTION BUT AM GETTING THE MESSAGE THAT AN ADOPTION ALREADY EXISTS.
This means that a *FacultyEnlight* adoption has already been placed for this section. If you placed this adoption, you will have the option to edit your adoption so you can add or remove materials.

If you did not place the adoption originally, please contact the professor who placed the adoption or your bookstore manager. The popup will let you know who placed the original adoption.

I CAN'T LOCATE THE BOOK I NEED IN SEARCH; HOW DO I ADOPT IT?
If you search by ISBN and do not get any results, you can select the link to search bn.com. You may also want to try searching by title/author to see if it is under a different ISBN (these can vary by format).

If there are still no results, or it is a new custom title, you can enter it as a New Title. This form is available at the bottom of every Search page.

CAN I ADOPT FOR MULTIPLE COURSES AT ONE TIME?
At this time, only Department Admin users can place adoptions for multiple courses at one time, since they are adopting for their entire department.

MY DEPARTMENT REQUIRES APPROVAL, BUT I DID NOT GET THE APPROVAL POPUP WHEN SUBMITTING MY ADOPTION.
Please reach out to your bookstore manager to ensure that your department is set up for approvals.

I DO NOT SEE MY DEPARTMENT ADMINISTRATOR LISTED IN THE APPROVALS POPUP; WHAT SHOULD I DO?
Please reach out to your Department Administrator so that they can contact the bookstore to be set up as an Admin user. If you want to submit your adoption in the meantime, select the option: Department Admin is not listed Alert Store Manager.

THANK YOU

For more information, contact your campus bookstore manager.

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