

Registering for Faculty Adoptions

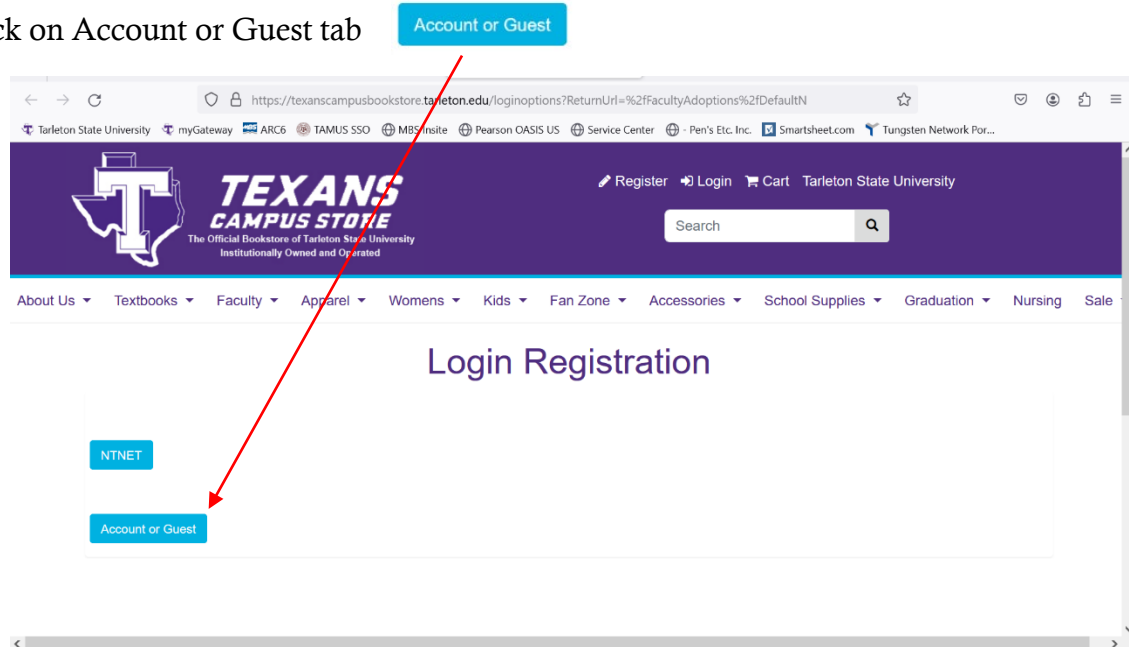
Guided Adoption is a streamlined process available on your bookstore's website. The step-by-step functionality helps you create a course, select materials and submit adoption information. Chrome is recommended, Firefox is good, try to avoid Edge.

Your bookstore website link is

<https://texanscampusbookstore.tarleton.edu/loginoptions?ReturnUrl=%2fFacultyAdoptions%2fDefaultN>

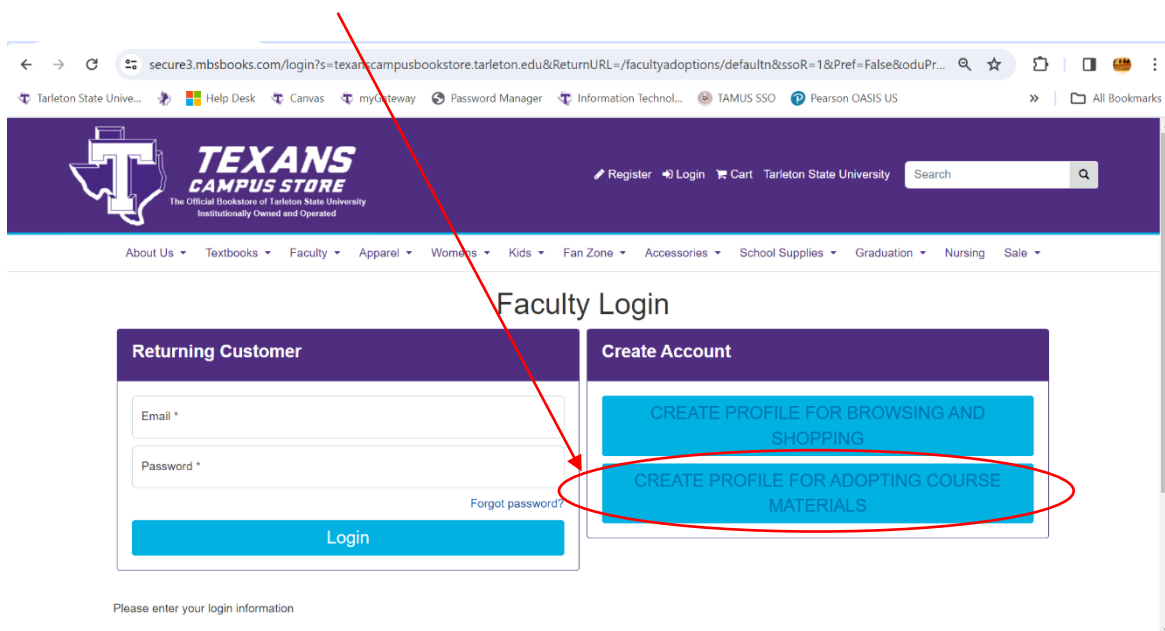
The following window will open.

Click on Account or Guest tab



A new window will open. If you are a new Adoptee you will have to create an account. If you have already register, just log-in into your account.

Click **Create profile for Adopting Course Materials**



The Faculty Registration Form will open, here you will fill in your name, email address, Faculty ID number (UIN or phone number will work here), and create a password.

Choose a challenge question & answer.

Choose a department and enter a phone number.

Select if you would like to received emails or SMS then click on the summit button at the bottom of the page.

A small window will open and will ask you to verify pictures, once verified, you are done and are now registered!

The screenshot shows the 'Faculty Registration' form on the Texans Campus Store website. The header includes the store logo, navigation links (Register, Login, Cart, Tarleton State University), and a search bar. A navigation menu lists various product categories. The form is divided into several sections: 'Faculty Information' with fields for First Name, MI, Last Name, Email Address, Confirm Email Address, Password, Confirm Password, and Faculty ID; 'Challenge Question' with a dropdown menu and an answer field; 'Department Access' with a department dropdown (set to ACCT), Department Phone Number, and Ext. field; 'Email Opt In/Out' with checkboxes for receiving emails; and 'SMS Opt In/Out' with a checkbox and a phone number field. A 'Submit Faculty Registration' button is at the bottom. The footer contains social media icons, a Privacy Policy link, and a Return Policy link.

Faculty Registration

* = Required

Faculty Information

First Name * MI Password *
Last Name * Confirm Password *
Email Address * Faculty ID
Confirm Email Address *

Challenge Question

This security question will be used to verify who you are in the event you forget your user password. Please select one security question from the choices available and enter an answer in the box provided.

Challenge Question * Please Select * Challenge Answer *

Department Access

Choose Department * ACCT Department Phone Number * Ext.

Email Opt In/Out

I want to receive emails particular to my school.
 Notify me when textbooks I have adopted are being bought back.

SMS Opt In/Out

I want to receive SMS notifications.
Please enter your cell number and opt-in to receive notices about your orders, rental reminders and buyback notices.

Phone Number (ex. 1235551234)

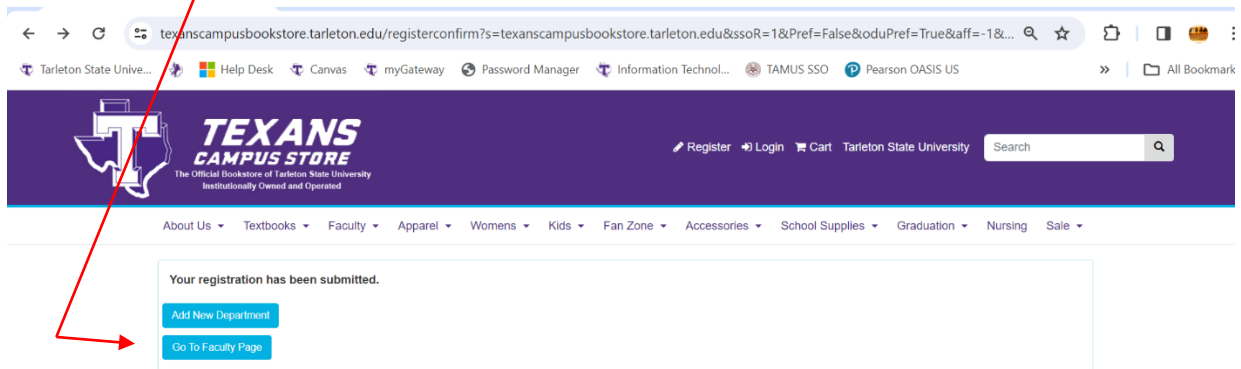
Submit Faculty Registration

Privacy Policy

Once register you will be able to add your ADOPTIONS!

Click on

Go To Faculty Page



On this page you will be able to:

- Update your profile
- Department Information
- View submitted Adoptions (if any) and much more.

How to Submit Faculty Adoptions

To Submit your adoptions:

Click "Guided Adoptions"

Submit Your Adoptions

1-2-3 Step-by-Step Method

- [Guided Adoption](#)
 - Limited To one course/section
 - Can add merchandise
 - Cannot save Partial adoption

Maintenance

- View Adoptions
 - [View submitted adoptions](#)
 - [Search adoption history](#)
- Edit Adoptions
 - [Copy an adoption](#)
- Book List
 - [View your book list](#)
 - [View your merchandise list](#)

Step 1 Create your Course

- Select Term (Ex. 624 for Summer, 824 for Fall)
- Select Department (in this case, department stands for the course you are teaching HIST for history, LEGL for legal studies, CNSL for counseling, etc.)
- Select Course & Section
- Verify instructor (*If you do not see your name for the section you are teaching, please submit your adoptions anyway. The class schedule is constantly changing, so the names might not be right until closer to the beginning of the semester.*)
 - ****If your class does not require a book, check the box that says “Check if course does Not require materials”**

Guided Adoption

Bookstore Home / Faculty Adoption Home / Create Course

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

Department And Term

Term * Select Term

Department * Select Department

Add Department

Course Information

Select By Course/Section

Course * Select Course

Section * Select Section

Instructor *

Materials:

Check if course does not require materials

Continue Cancel

Click Continue, [Continue](#) then find your book.

Step 2 Find your book

- To find the correct book choose the “Book Search” option
- If you know your ISBN, change the dropdown that says Title to ISBN and type in your ISBN.
 - If you do not know the ISBN of your book, you can search by Author and Title, but it is a bit more time consuming that way.

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

Search for textbooks by Author, Title, ISBN, or Keyword

Title Search...

Search

Textbook Search Results

© Copyright Year All Years

Sorting By: Select

Adoptions Cart

Fall 22
MATH 3303
Section: 010

Continue Cancel

- Once you have chosen your book, click **Adopt** underneath the book.

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

View your previously adopted textbooks.

Your Book List

© Copyright Year: All Years Sorting By: Select

CALL TO TEACH-W/ACCESS (LOOSELEAF)
Author: LYNCH
Publisher: PEARSON
Edition: 15
ISBN: 9780133783025
New Price: \$93.75
Used Price: \$70.00
Cover Type: 1

Adopt

PROB.SOLV...MATH.F/ELEM.SCH...-ACTIV.
Author: BILLSTEIN
Publisher: PEARSON
Edition: 13TH 20
ISBN: 9780134995618
New Price: \$43.75
Used Price: \$33.00
Cover Type: 1

Adopt

Adoptions Cart

Fall 22
MATH 3303
Section: 010

PROB.SOLV...MATH.F/ELEM.SCH...-ACTIV.

[Detail Remove](#)

Continue **Cancel**

- Once you have clicked adopt, your book should be listed on the right-hand side of the screen under “Adoptions Cart”.

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

View your previously adopted textbooks.

Your Book List

© Copyright Year: All Years Sorting By: Select

CALL TO TEACH-W/ACCESS (LOOSELEAF)
Author: LYNCH
Publisher: PEARSON
Edition: 15
ISBN: 9780133783025
New Price: \$93.75
Used Price: \$70.00
Cover Type: 1

Adopt

PROB.SOLV...MATH.F/ELEM.SCH...-ACTIV.
Author: BILLSTEIN
Publisher: PEARSON
Edition: 13TH 20
ISBN: 9780134995618
New Price: \$43.75
Used Price: \$33.00
Cover Type: 1

✓ Added

Adoptions Cart

Fall 22
MATH 3303
Section: 010

PROB.SOLV...MATH.F/ELEM.SCH...-ACTIV.

[Detail Remove](#)

Continue **Cancel**

Important note: If you require multiple books for your class, you **MUST** add all books to your class before hitting “submit adoption”. If you do not add all books before submitting, you will have to contact the bookstore with any additional books that you want for your classes.

Click Continue

Continue

- Choose your book usage (required, recommended, optional, instructor provided)
- If you have any comments for the bookstore about format or estimated class size, please leave those in the “Message to the Bookstore” box!
- Click Continue,

Continue

 then review your adoptions.

If everything looks correct, then hit

Submit

 You will receive an email from hoy@tarleton.edu with a summary of your adoption. Please keep this for your records!

If you have any questions regarding the adoption process, or need help finding the correct ISBN of a book, please reach out to Cliff at hoy@tarleton.edu or Carol at cwall@tarleton.edu