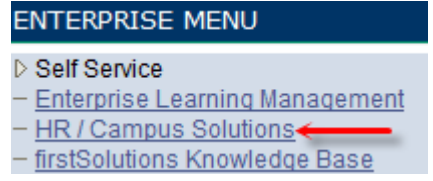


Before the start of this procedure, turn off your browser's pop-up blocker.

Textbook details may be entered in three ways:

- A. Copy instructional materials from other class sections;
- B. Use the integrated WebSearch function; and
- C. **Manually**

C. MANUALLY

Steps	Action
<p>1 – Log into CUNYfirst & Select HR/Campus Solutions</p>	<p>Enter <i>https://home.cunyfirst.cuny.edu</i> in your browser's address bar:</p> <ul style="list-style-type: none"> • Enter your Username and Password and click the Go icon • From the Enterprise Menu, select the HR/Campus Solutions link. 
<p>2 – Go to CUNY Textbook Data</p> <p>a. Specify the Term</p> <p>b. Select Subject Area</p>	<p>Navigate to: <i>CUNY > Campus Solutions > CS Extensions > CUNY Textbook Data</i></p> <p>Specify the Term and select the Subject Area.</p> <p>CUNY Textbook Data Roster</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>1. Specify the Term - 1139 2. Select the Subject Area</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>1139 = 1 = 21 Century 13 = Year</p> <p>Academic Institution: <input type="text" value="BCC01"/> <input type="button" value="Search"/></p> <p>Term: <input type="text" value="1139"/> <input type="button" value="X"/> <input type="button" value="Search"/></p> <p>Subject Area: <input type="text" value="DAT"/> <input type="button" value="Search"/></p> <p>Academic Career: begins with <input type="text" value="UGRD"/> <input type="button" value="Search"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p>

3 – Select the Class

CUNY Textbook Data

Institution: BCC01 Bronx Community College
Term: 1139 2013 Fall Term
Subject: DAT Data Processing
Career: UGRD Undergraduate

Select the Class

Show All Show Only Not Submitted

2013 Fall Term: Bronx Community College Textbook Data								
Subject	Catalog#	Class #	Section	Class Title	Instructor	Enrolled	Status	
DAT	10	22261	D01	COMPUTER FUNDAMENTLS	Rainone,Isabella	24	Pending	
DAT	10	22262	D02	COMPUTER FUNDAMENTLS	Ghafoor,Imran	24	Pending	
DAT	10	22263	D03	COMPUTER FUNDAMENTLS	Morales,John	24	Pending	
DAT	10	22264	D04	COMPUTER FUNDAMENTLS	Ghafoor,Imran	24	Pending	
DAT	10	22265	D05	COMPUTER FUNDAMENTLS	Santiago,Wanda	23	Pending	
DAT	10	22266	D06	COMPUTER FUNDAMENTLS	Ghafoor,Imran	24	Pending	
DAT	10	22267	D07	COMPUTER FUNDAMENTLS	TBA	0	Pending	
DAT	10	22268	D08	COMPUTER FUNDAMENTLS	Perkins,Clarence D	25	Pending	
DAT	10	22269	E01	COMPUTER FUNDAMENTLS	Santiago,Wanda	23	Pending	
DAT	10	22270	E02	COMPUTER FUNDAMENTLS	Santiago,Wanda	11	Pending	
DAT	10	22271	E03	COMPUTER FUNDAMENTLS	Egwuonwu,Emmanuel	15	Pending	
DAT	10	22272	S01	COMPUTER FUNDAMENTLS	Clive,Thelma	12	Pending	
DAT	10	22273	U01D	COMPUTER FUNDAMENTLS	Morales,John	9	Pending	
DAT	30	22292	D01	INTRO TO SYSTEMS	Andima,Haron S	25	Pending	
DAT	30	22293	E01	INTRO TO SYSTEMS	Andima,Haron S	24	Pending	
DAT	33	22294	D01	MICRO APPLICATIONS	Santiago,Wanda	22	Pending	
DAT	33	22295	D02	MICRO APPLICATIONS	TBA	0	Pending	
DAT	33	22296	E01	MICRO APPLICATIONS	Santiago,Wanda	11	Pending	
DAT	35	22352	D01	VISUAL BASIC PROGRMN	Perkins,Clarence D	22	Pending	
DAT	36	22416	D01	MICRO SPREADSHEETS	Gagion,Marilyn M	27	Pending	

4 – You are now ready to Manually input the textbook information.

CUNY Textbook Data

Institution: BCC01 Bronx Community College
Career: UGRD Undergraduate
Term: 1139 2013 Fall Term

Textbook Data Find | View All First 1 of 1 Last

DAT 10 COMPUTER FUNDAMENTLS (class# 22270 - sect# E02) - Santiago,Wanda

Textbook Assignment Status: Pending Textbook entry complete
 No textbooks assigned to class

Textbook Details Find First 1 of 1 Last

*Course Material Type *Status

Search Title *Price

Author ISBN Currency Code

Publisher Edition Year Published

Course Material Notes

Special Instructions

5 – Manually input the textbook information.

Specify Course Material Type and Status

Manually input the textbook information into the fields.
There are limitations on the number of characters you can input into the fields.

Title: 50-Character limit
Author: 30 – Character limit
Publisher: 30 – Character limit
Course Material Notes: 300-Character limit

If you need to add another textbook, **click** on the **Add a Row** icon [+].

Make sure the **Course Material Type** and **Status** are **filled out** as they are **required fields**.

The Price field must be entered to save the data.

textbook details Find First 1 of 1 Last

*Course Material Type Book Status Required Required Fields

Search Title Fundamentals of Enterprise Risk Management: How Top Companies Assess Ris Price 145.00

Author John J. HAMPTON ISBN 0814414931 Currency Code

Publisher Edition Year Published

Course Material Notes

6 – Complete & Save

When all course materials are entered, select the **Textbook entry complete** radio button to display all of the entries in self-service. **Note: Once the Textbook entry complete radio button is selected, no changes may be made to the entered data.**

Click on the **Save** button.

my textbooks

2013 Fall Term Bronx Community College change term

my textbooks Find View All First 2 of 4 Last

EDU 12 CONTEMPRY URBN ED (class# 22500 - sect# D02E)

Textbook Assignment Status Pending Textbook entry complete

No textbooks assigned to class copy textbooks

Select Textbook entry complete once all course materials are entered.

textbook details Find First 1 of 1 Last

*Course Material Type Book Status Required To Add another book, click on the +

Search Title Ten Things Every Child With Autism Wishes You Knew Price 14.95

Author Ellen Notbohm ISBN 1932565302 USD Currency Code

Publisher BCC Publisher Edition 75th Year Published 2005

Course Material Notes You can add Course Material Notes.

Special Instructions

return save Click on Save