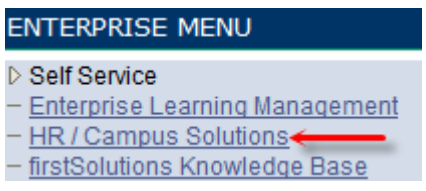
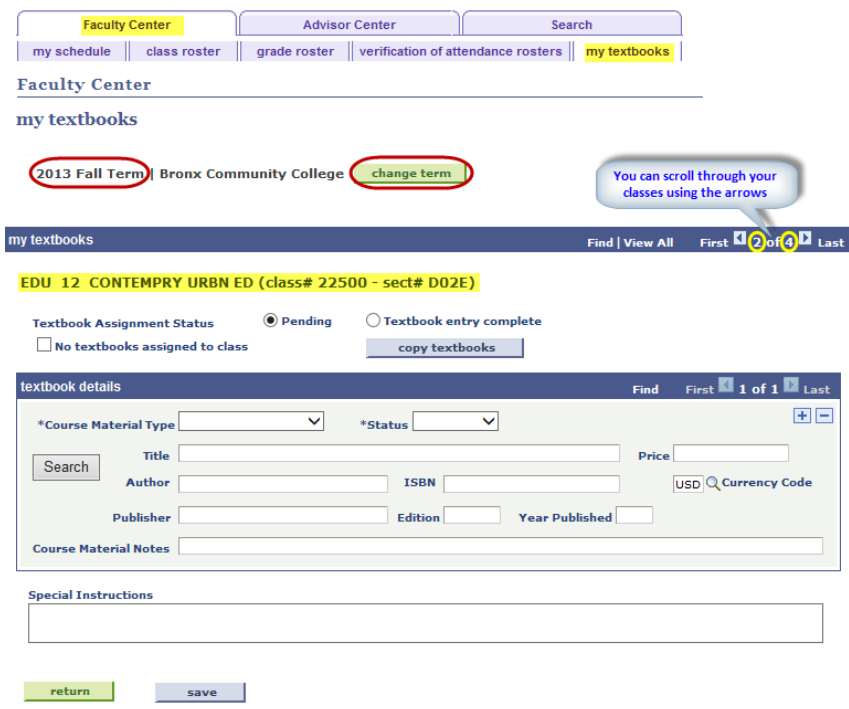


Before the start of this procedure, turn off your browser's pop-up blocker.

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 https://home.cunyfirst.cuny.edu 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 My Textbooks</p> <p>a. Change term and/or college as needed.</p>	<p>Navigate to: Self Service > Faculty Center > My Textbooks</p> <p>Change term and/or college as needed.</p> 	

3 – Manually input the textbook information into the fields.
Specify Course Material Type and Status

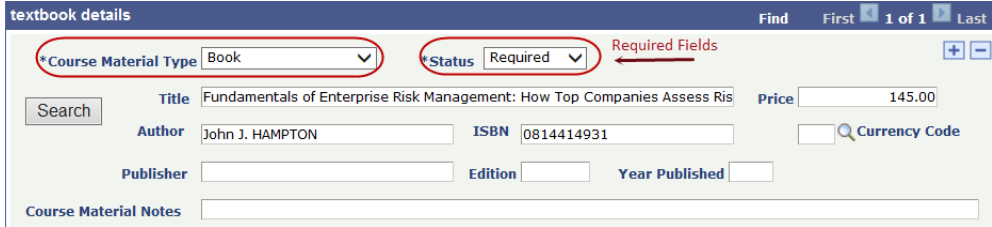
Manually input the textbook information into the fields.
There are limitations on the number of characters you can input into the fields.

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.



4 – 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** *Select Textbook entry complete once all course materials are entered.*

No textbooks assigned to class [copy textbooks](#)

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*