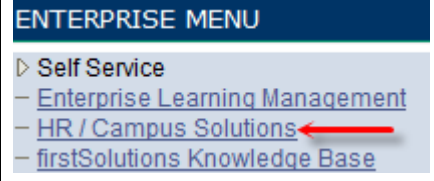
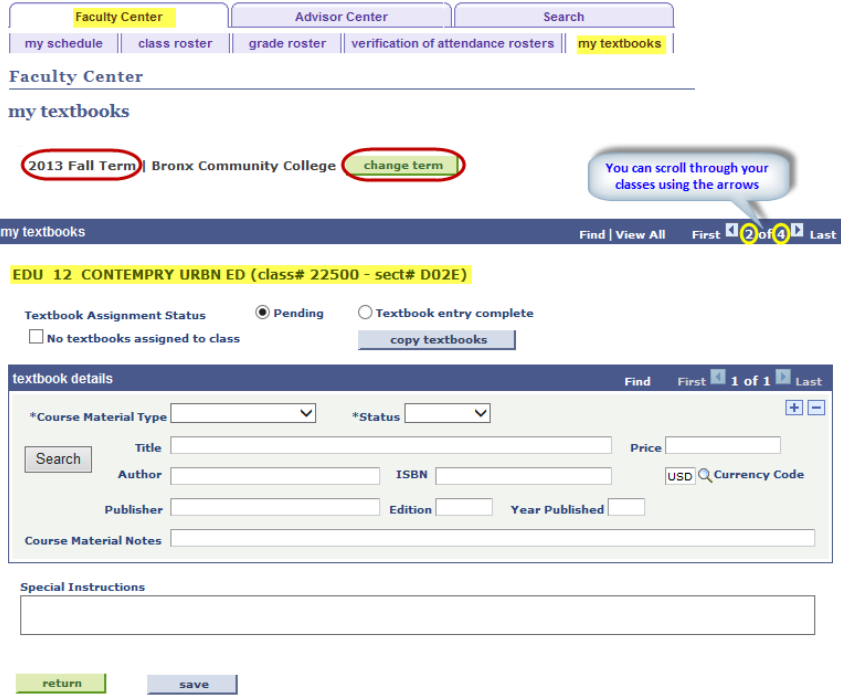

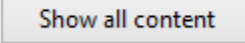
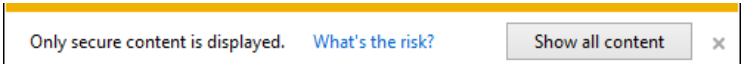


Before the start of this procedure, turn off your browser's pop-up blocker.

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.

B. USE THE INTEGRATED WEBSEARCH FUNCTION

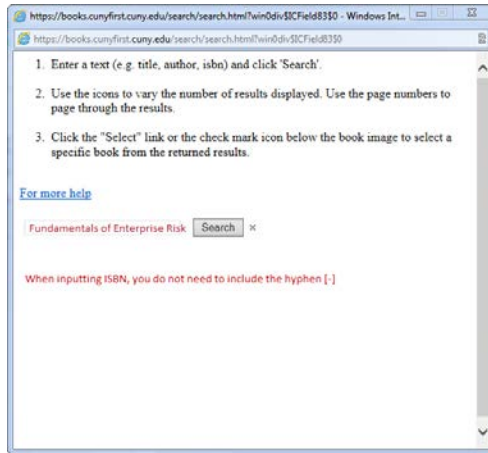
Steps	Action
<p>1 – Log into CUNYfirst & Select HR/Campus Solutions</p>	<p>Enter https://home.cunyfirst.cuny.edu in your browser's address bar:</p> <ul style="list-style-type: none"> • Enter your Username and Password and click the Go icon • From the Enterprise Menu, select the HR/Campus Solutions link. 
<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> 
<p>3 – Search for textbook using WebSearch</p>	<p>Click on the Search button  . If you receive a warning message, click on the Show all content  button.</p> 

4 – Search & Select for Instructional Material based on your search Criteria

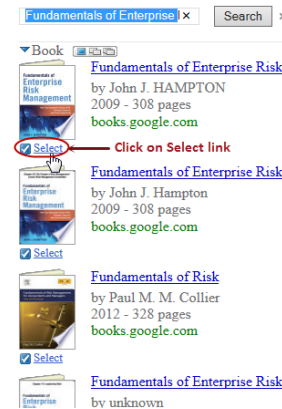
In the search field, **enter the text** (title, author, ISBN), then **click** on the **Search** button

SEARCH

Based on your text criteria, you will be presented with a list of instructional material. **Click** on the **Select** link.



For more help



5 – Fill in any missing information and Specify Course Material Type and Status

The textbook information will be inputted into the fields. You can fill in any missing information. *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.

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.

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

Select Textbook entry complete once all course materials are entered.

Textbook Assignment Status Pending Textbook entry complete
 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