



**New
User**

Step-by-Step Instructions for Registration

Go to:

www.ashlandbookstore.com

Click: “Faculty Adoptions” link on the left side of the page

At the **Faculty Log-in** screen:

Click: “Register Here”

(Do not log in since you have not yet registered for this site. This is a quick, one-time registration process; this site is separate from the Ashland University website.)

Click: “Create Profile for Adopting Course Materials”

Complete: “Faculty Registration” section

For your password---use any that you want. Have at least 7 characters with 1 number and 1 letter.
(DO NOT USE SPACE, HYPHENS, OR SYMBOLS)

Complete: “Department Access” section

For departments, use the username and password provided by your department administrative assistant or view list by clicking on the “Listing of Departmental Access Codes” box on the “Faculty Adoptions” main page. These are case sensitive and will allow your classes to show up for adoption. You may add more departments now or at your home page at any time.

Example: MKT
Username: marketing
Password: marketing

Skip: “Email Options”

Type: The security code (Yes, they can be tricky. For another choice, click: “Generate New Image”).

Click: “Submit Faculty Registration”

Click: “Go to Faculty Page”

You now will be at your faculty adoption home page...

Remember to record your password and user name for future adoptions!