

Step-by-Step Instructions for Easy Re-adopt

Go to: www.ashlandbookstore.com

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

Log in using the email address and password you created at registration. If you forgot your password, contact Jobe Westerfelt X5925 or Terri Hudson X5300 or books@ashland.edu to reset.

✚ **Go to** Faculty Adoptions- **Look under** “Maintenance”; “Edit Adoptions”.

✚ **Click**: “Copy an Adoption”. **Select**: “Department”; “Term”;

✚ **Click**: “Search”.

✚ **Find** previous adoption, **click**: “Copy”. **Select**: new Course and Section.

✚ **Add** new materials if needed.

✚ **Click**: “Submit”.

.....
Remember: Even if your courses are a continuation or don’t use course materials, you still need submit an adoption. Students need to know this information that is displayed on our shelf tags and on the website.