Step-by-Step Instructions for Guided Adoption

5 Easy Steps!

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.

Step 1
Create Courses

Select: "**Guided Adoption**" Under "Submit your Adoptions".
(Items with asterisks must be completed.)

Select: "**Term**"; "**Department**"; "**Course**"; "**Section**" Type instructor name if needed.
The courses in the drop-down boxes are from the registrar's office.

(Some courses may not be listed. If not, just select: "**Add Course**", "**Add Section**" and type them in. (These options are located at the right highlighted in blue.)

Click: "**Continue**"

Step 2
Find Books

There are five different ways to find your books.
1. Your book list
2. Browse Books
3. Book Search
4. History
5. Add a Book

Select your preferred method and click "Continue".

Step 3
Add Merchandise

You have the option to adopt Merchandise.
1. Select item (or if none, click: "Continue")
2. Click: "**Adopt**"
3. Click: "**Continue**"

Step 4

Select Usage

1. From the dropdown—select the **usage** per adopted item
2. Click: "**Continue**"

Step 5

Adoption Review

1. Review your adoptions
2. Click: "**Submit**" if they are correct.
3. Your adoption is complete. You can print it out for your records or look under "Submitted Adoptions". You will receive an email confirming your adoption was sent to the bookstore with the adoption detail.

Now you will have a history of your adoptions to use for future terms. You may also use the "Book List" section to browse materials, check components, and check for new editions.

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.