UNF Bookstore Online Adoption Process

Textbook adoptions forms may be submitted by The Official UNF Bookstore online service at www.unfstore.com.

This 24 hour online service has brought a new level of convenience to preparing and sending your adoption.

Simply log onto www.unfstore.com, select scroll down to the bottom of the page to Faculty Services (in Black), then click Online Adoption your adoptions here.

First time users of this service will need to click the blue banner "New? Register Here"

Once you click the blue banner, please enter the store supplied password 0647 to login and set up your own personal account.

*Note: If you do not need approval from anyone for your textbook, please set yourself up as an approver.
Creating a book order.

Step 1:

Click on Order Course Materials

Step 2:

New Order

Step 3:

Program – Select U of North Florida Bookstore
Term – Find the correct term in the drop down menu
Course Prefix – Find the dept prefix in the drop down menu
Course – Find the course number associated with the dept prefix in the drop down menu
Step 4:

Section – Find the section number in the drop down box or enter manually if not on the drop down menu*
Instructor – Find the instructor name or enter manually if not on the drop down menu

*Add another – You can enter other section numbers that are using the same title (even with different instructors)

Estimated Enrollment – Enter the estimated enrollment for each class, this number doesn’t have to be exact

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Step 5:

Choose which method you will enter the book information (most common is ISBN)

How Would You Like to Add Course Materials?

By ISBN
Guide text option if you have the 10- or 13-digit ISBN.

Search
Locate via title, author, and keyword

Add Manually
Requested materials not found by ISBN or Search.

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Step 6:
Enter the ISBN number

Step 7:
Review your complete order before submitting

Step 8:
Submit your order!

Please consider adopting titles that are available for rent. A comprehensive, national rental list is available at www.rent-a-text.com. The national rental list is fluid and ever changing, so be sure to check back often.

If the title that you are requiring for your course is not on the national title list, please contact us at the bookstore. We might be able to make it a University of North Florida rental title.