

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.*

Create a Profile to Get Started

Creating your profile is the first step in ordering course materials here. We'll use your profile to make ordering and re-ordering faster and easier. ***Required.**

Bookstore Supplied Password *

Please contact your school's bookstore if you haven't received a password.

Preferred Greeting

First Name *

Last Name *

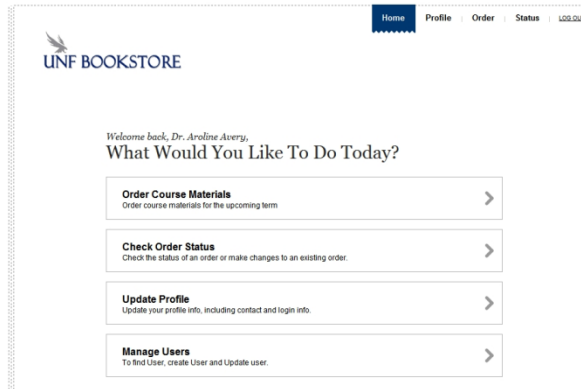
Role *

Not quite sure what you should choose? To see the definition of the role, simply select [SUBMITTER](#) or [APPROVER](#) for the definition to appear.

Creating a book order.

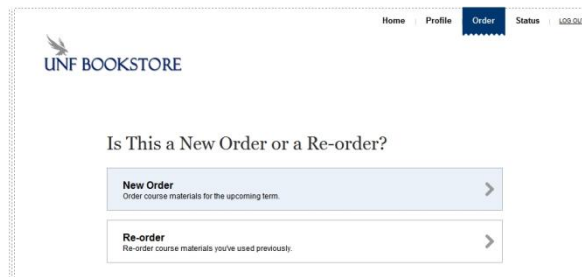
Step 1:

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

Order Course Materials
Select Course or Section(s)

Please select your course information for this order. ***Required.**

Program*

Term*

Course Prefix*
 [Manually enter department](#)

Course*
 [Manually enter course](#)

Continuation Course?* Yes No

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

Section Info
+ Add another | x Remove

Section*

- Select -
▼
Manually enter section

Instructor*

- Select -
▼
Manually enter instructor

Estimated Enrollment*

No materials are needed for this course

Students should contact the instructor for materials

< Back

Continue >

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 >

Quickest option if you have the 10- or 13-digit ISBN.

Search >

Locate via title, author, and keyword

Add Manually >

Request materials not found by ISBN or Search.

Step 6:

Enter the ISBN number

Order Course Materials for Aroline By ISBN

Enter 10- or 13- digit ISBN without dashes for the course material(s) you're ordering.
*Required

ISBN*

ISBN

ISBN

ISBN

ISBN

ISBN

Step 7:

Review your complete order before submitting

Order Course Materials for:

Review Order

Course Information

Program: U OF NORTH FLORIDA BOOKSTORE

Course Prefix: ZZZ

Term: Spring 2014

Course: Aroline Manually enter course

Section Information

Section	Estimated Enrollment	Instructor
Aroline	25	STAFF

[+ Add another](#) | [x Remove](#)

Course Materials

Step 8:

Submit your order!

Submit Order

Course information

Program U OF NORTH FLORIDA BOOKSTORE
 Term Spring 2014
 Division Default
 Course Prefix ZZZ
 Course Aroline

Materials for Course: Aroline

Section	Estimated Enrollment	Instructor
Aroline	25	STAFF

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.