

Faculty Textbook and Course Material Requisition Instructions-Spring 2016

1. Visit go.gru.edu/180sa1C
2. You can bookmark this page for future reference.
3. Enter your user name. (Same as the first part of your email address, e.g. **mneely**)
4. Click on "forgot your password?" Your password will be emailed to you at your gru.edu address. If you have any problems, please contact:

Michelle Neely, Retail Operations Manager
706-737-1611
mneely@gru.edu

OR

Lanny Williams, Textbook Coordinator
706-737-1611
lanwilliams@gru.edu

5. Once you have your password, you may begin the textbook and course material requisition process.
6. Return to the login screen and enter your user name and password. Hit enter.
7. You will see "You have been logged in". Click on **Create New Requisition**.
8. Under Select a Course, click on the down arrow to select a term. Select the term for which you are adopting textbooks (Example: **JAGSTORE: SPRING 2016-Augusta University**)
9. Click on the down arrow to select a department.
10. Click on the down arrow to select a course.
11. Your section(s) should now be displayed in the sections box. **Please make sure you check the correct box for the section you wish to complete.** Also, your name should now be displayed in the instructor box.
12. Enter the estimated enrollment. This is the same number as the max enrollment on the course schedule. However, if your **actual enrollment in the past** has been **significantly higher or lower** than the max enrollment on the course schedule, please adjust the estimated enrollment accordingly.
13. If there are any special supplies needed, check the appropriate box and enter the details in the comment box.
14. Click **No textbooks required** OR **Select textbooks**.
15. If no textbook is required, you may now choose **Submit this requisition**. You will see a "Message from the webpage" box pop up. Please read the message, click **OK** or **Cancel**. Clicking cancel **will not** delete the requisition; you can now click modify if you wish to change your textbook decision.
16. If a textbook is needed, click **Select textbooks**.
17. Under Select Textbooks, you have four tabs displayed: **My Favorites** will list **ALL** books that you have adopted previously, for all classes. Books may be deleted or selected; **Search** will allow you to search for a title by the ISBN or Title/Author; **Course History** will list books that have been used for this course in particular; **Add a New Book** will allow you to enter a textbook manually, that is not already found in the database. Ex: New custom titles, new custom bundles.
18. **ALWAYS SEARCH FOR THE BOOK BY ISBN or TITLE/AUTHOR BEFORE ENTERING A BOOK MANUALLY.** Some custom titles will be in the database from previous semesters.
19. Under the Search tab, enter the ISBN or Title/Author and press enter. The book/information will be displayed. Verify the information on the screen **BEFORE** choosing Select This Book. If it is not the correct book, use the other search options or add the book manually.
20. Once the book is selected, **the Usage field must be completed** (Required, Optional, Attend Class First). Other fields can be completed at your discretion.

21. Select Save and Add To This Requisition.

22. Select Review requisition.

23. You can print the requisition at this time, if you would like to keep a copy. Each requisition is assigned a number for reference.

24. Select, "Submit this requisition". You will see a "Message from the webpage" box pop up. Please read the message, click **OK** or **Cancel**. Clicking cancel **will not** delete the requisition; you can now click **modify** if you wish to change your textbook decision.

You're done!