Faculty Resources

How to create your account and order your books for your courses

** Remember: there are no physical books in the Campus Store. All students should be directed to umdstore.com to obtain their course materials.**
Resources

• Please go to: umdstore.com
  • If possible, please use Internet Explorer or Google Chrome. Those web browsers work the best.
• Scroll to the bottom of the page and click on “Online Adoptions” under the “Resources” header:
• Once there, select “New? Register Here”: 
• Enter in all of the required information for Registration:
  • The Campus Store supplied password is **1367** and ensure that the role is **Approver**.
  • Please make sure your **first name**, **last name**, **phone number** (include extension if an office phone number is being provided), **email address** (this email will be what is used when signing in), a **password** (requirements: at least seven (7) characters long, contain one number and one letter), select a **security question**, and if you would like to include additional people to receive your order details include their full email address.
  • Click **“Continue”** at the bottom of the page when complete.
• Now that your account is created, it is time to submit a new order, using the “Order Course Materials” option:
For the first time entering an order, please select the “New Order” option:
Enter in the course and section(s) details: Program, Term, Department, Course, Continuation Course? Yes or No, Section, Instructor (this can be edited if your name IS NOT in the drop down), and Estimated Enrollment.

Once these boxes are filled in, select an option if a textbook is not required or to contact the instructor for materials:

- No materials are needed for this course
- Students should contact the instructor for materials
- Only FREE Open Educational Resources will be used for this Course/Section. Access information will be supplied by the instructor.

If a book is needed, select the “Continue” option at the bottom of the page.
• Book(s) can be searched three (3) ways:

• Please note: searching by the ISBN is the preferred method.
• Enter in up to seven (7) ISBNs at one time, if more are needed, click “+Add Another ISBN” until complete. Once all ISBNs are added click “Continue” at the bottom of the page.
• A preview screen will appear with the ISBN information for review. At this time, select the **usage** from the drop down box:
• Additionally on the preview screen, you can add supplies and a note, if applicable:

• Once you have checked the order, click “Continue” at the bottom of the page.
Lastly, you will preview one additional time. If there is an additional email address, you can enter it here (this is not required, but an option). Click “Submit” at the bottom of the page.
• After you submit your order, the Campus Store is notified and you get an email. NOTE: there will be an order number. NOTE: this is needed for re-orders.
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• Additional Information –

• Once you have set up an account, sign – in using the email and password you selected. You now order course materials, check an order status or update your profile.

• New Orders vs. Re – Orders:

  • If you are teaching a course for the first time, using new materials, or using this platform for the first time, you will need to submit a New Order.

  • If you have taught a course before, want to use the same materials, and have used this platform before, please use the Re – Order Option.

    • It is easy to re – order materials you have used previously. To find your previous order go to the “Status” tab at the top of the page, you will need the term, the course, and the section number (i.e. Fall 2019, ACT 211 – 01), OR if you saved the previous order confirmation email you can enter in the previous order number.
Questions?

Please contact the Campus Store’s Store Manager, Kate at kbuck@umassd.edu.