

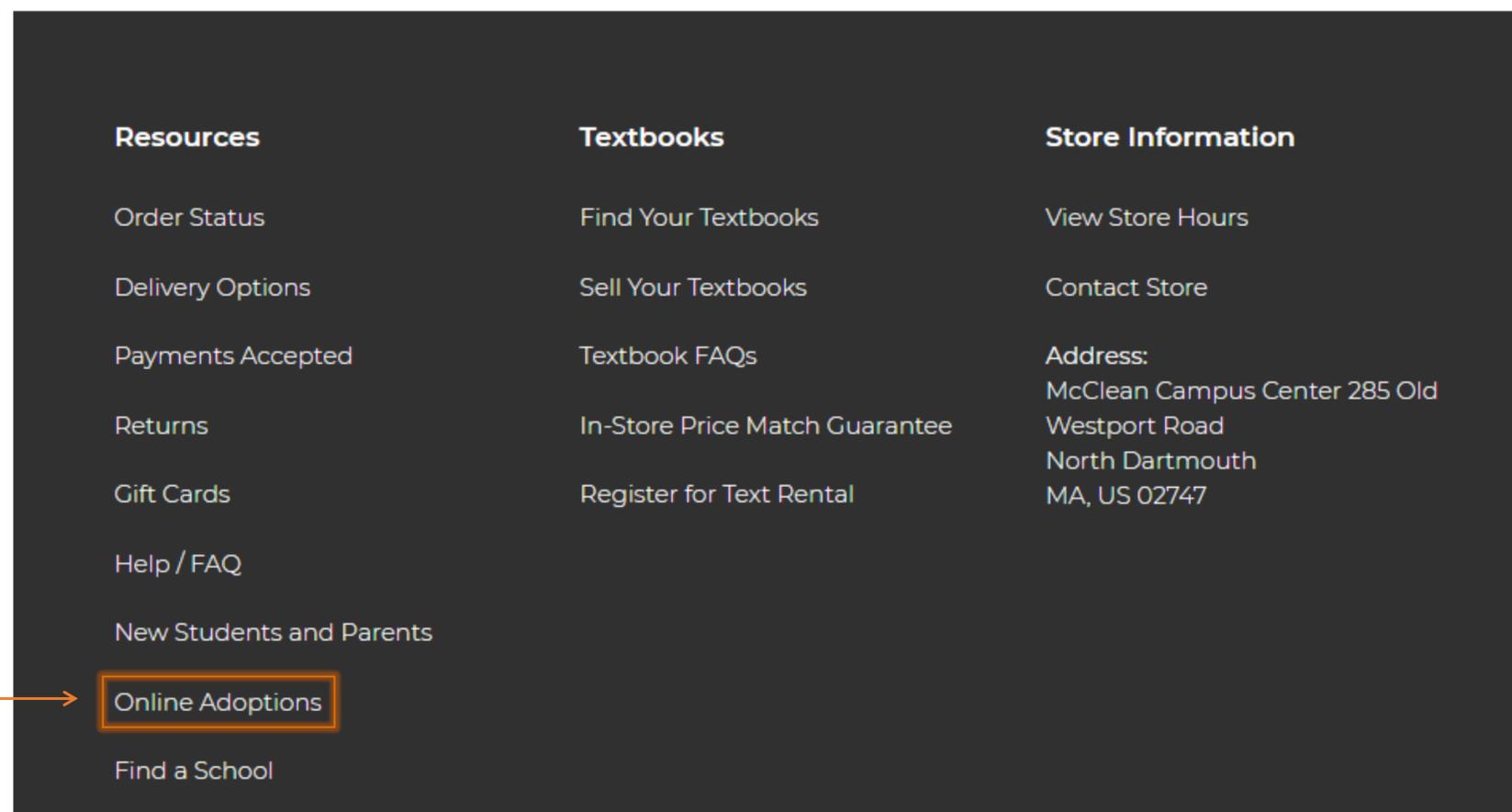
Faculty Resources

*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:



Resources

- Once there, select “**New? Register Here**”:

The screenshot shows a web page for ordering course materials. On the right side, there is a 'Sign In' form with fields for 'Email' and 'Password', and a 'Sign In' button. Below the form is a link for 'Forgot Password?'. At the bottom of the form area, a blue button with white text and a right-pointing arrow says 'New? Register Here'. This button is highlighted with an orange border. On the left side of the page, there is a welcome message and a list of new features.

For key highlights of the Online Adoption tool click [here](#)

Welcome to Online Adoption to Order Course Materials

Now it's easier to order course materials into the campus bookstore!

New features include:

- Easier ordering by ISBN, including batch ordering
- Batch re-orders of course material you've used previously
- Order status tracking and information
- Latest info about digital updates, new editions, and course bundles
- Adding course materials across multiple sections

You'll need an account to order. If you haven't already received a signup password, please contact your bookstore.

[Forgot Password?](#)

New? Register Here >

Resources

- 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.

Resources

- Now that your account is created, it is time to submit a **new** order, using the “**Order Course Materials**” option:

The screenshot shows the UMass Dartmouth bookstore website interface. At the top right, there is a navigation menu with links for Home, Profile, Order, Status, and LOG OUT. The Home link is highlighted with a blue background. On the left side, the UMass Dartmouth logo is displayed. Below the logo, a welcome message reads "Welcome back, What Would You Like To Do Today?". Three main action buttons are listed: "Order Course Materials" (highlighted with an orange border), "Check Order Status", and "Update Profile". Each button includes a brief description and a right-pointing arrow. At the bottom left, there is a link for "Questions? Need Help?" with sub-links for "Contact your bookstore" and "Help/FAQ".

Home | Profile | Order | Status | LOG OUT

UMass | Dartmouth

Welcome back,
What Would You Like To Do Today?

Order Course Materials >
Order course materials for the upcoming term

Check Order Status >
Check the status of an order or make changes to an existing order.

Update Profile >
Update your profile info, including contact and login info.

Questions? Need Help? Contact your [bookstore](#) [Help/FAQ](#)

Resources

- For the first time entering an order, please select the “**New Order**” option:

The screenshot shows the top navigation bar with links for Home, Profile, Order (highlighted), Status, and LOG OUT. The UMass Dartmouth logo is on the left. The main heading is "Is This a New Order or a Re-order?". Below this, there are two options: "New Order" (highlighted with an orange border) and "Re-order". The "New Order" option includes the text "Order course materials for the upcoming term." and a right-pointing arrow. The "Re-order" option includes the text "Re-order course materials you've used previously." and a right-pointing arrow. At the bottom, there is a link for "Questions? Need Help? Contact your bookstore Help/FAQ".

Resources

- 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

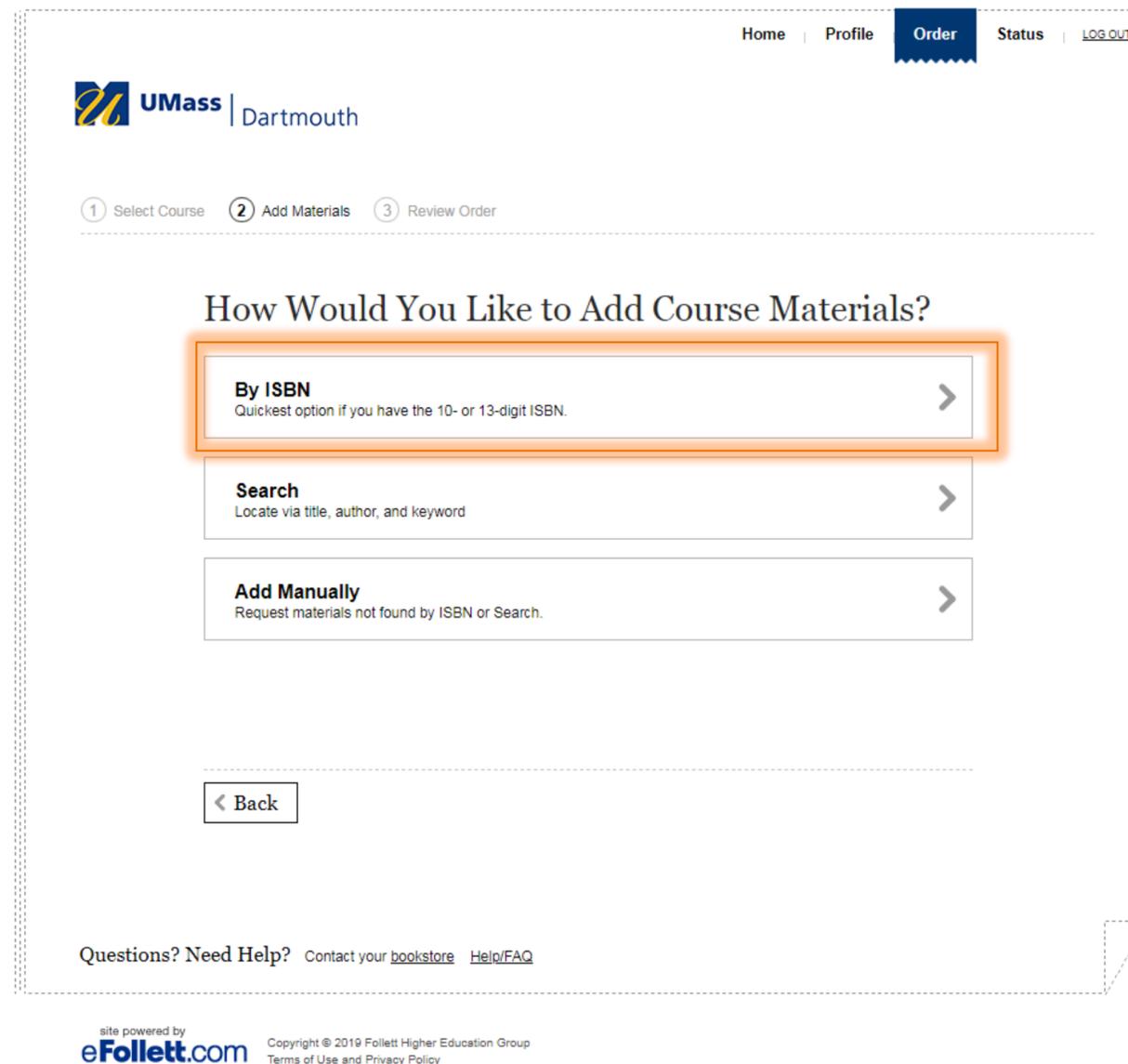
Students should contact the instructor for materials

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.

Resources

- **Book(s) can be searched three (3) ways:**



The screenshot shows the UMass Dartmouth bookstore interface. At the top right, there are navigation links for Home, Profile, Order (highlighted in blue), Status, and LOG OUT. The UMass Dartmouth logo is on the top left. Below the logo, there are three steps: 1 Select Course, 2 Add Materials (highlighted in orange), and 3 Review Order. The main heading is "How Would You Like to Add Course Materials?". Below this heading are three options, each in a box with a right-pointing arrow: "By ISBN" (highlighted in orange) with the subtext "Quickest option if you have the 10- or 13-digit ISBN.", "Search" with the subtext "Locate via title, author, and keyword", and "Add Manually" with the subtext "Request materials not found by ISBN or Search.". At the bottom left of the main content area is a "Back" button. At the bottom of the page, there is a footer with the text "Questions? Need Help? Contact your bookstore Help/FAQ" and "site powered by eFollett.com Copyright © 2019 Follett Higher Education Group Terms of Use and Privacy Policy".

- **Please note: searching by the ISBN is the preferred method.**

Resources

- 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.

Home | Profile | **Order** | Status | [LOG OUT](#)

UMass | Dartmouth

1 Select Course 2 **Add Materials** 3 Review Order

Order Course Materials for
By ISBN

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

ISBN *
9780135034521

ISBN

ISBN

ISBN

ISBN

ISBN

ISBN

ISBN
 + Add another ISBN

[< Back](#) [Cancel](#) [Continue >](#)

Questions? Need Help? [Contact your bookstore](#) [Help/FAQ](#)

Resources

- A preview screen will appear with the ISBN information for review. At this time, select the **usage** from the drop down box:

Home | Profile | **Order** | Status | [Log Out](#)

UMass | Dartmouth

1 Select Course 2 Add Materials 3 Review Order

Order Course Materials for:

Review Order

Course Information

Program: UMass Dartmouth
Department: SPECIAL
Term: Fall 2019
Course: 1000 [Manually enter course](#)

Section Information

Section	Estimated Enrollment	Instructor
SPA	1	Kate Ellis

+ Add another | x Remove

Course Materials

1. Statics & Strength of Materials

STATICS AND STRENGTH OF MATERIALS
Author: Morrow
Edition: 7th
Format: Other
Publisher: Pearson
ISBN-13: 9780135034521
Type: Rentable **RENT A TEXT**

Material Usage: **Required** [Remove Material From Order](#)

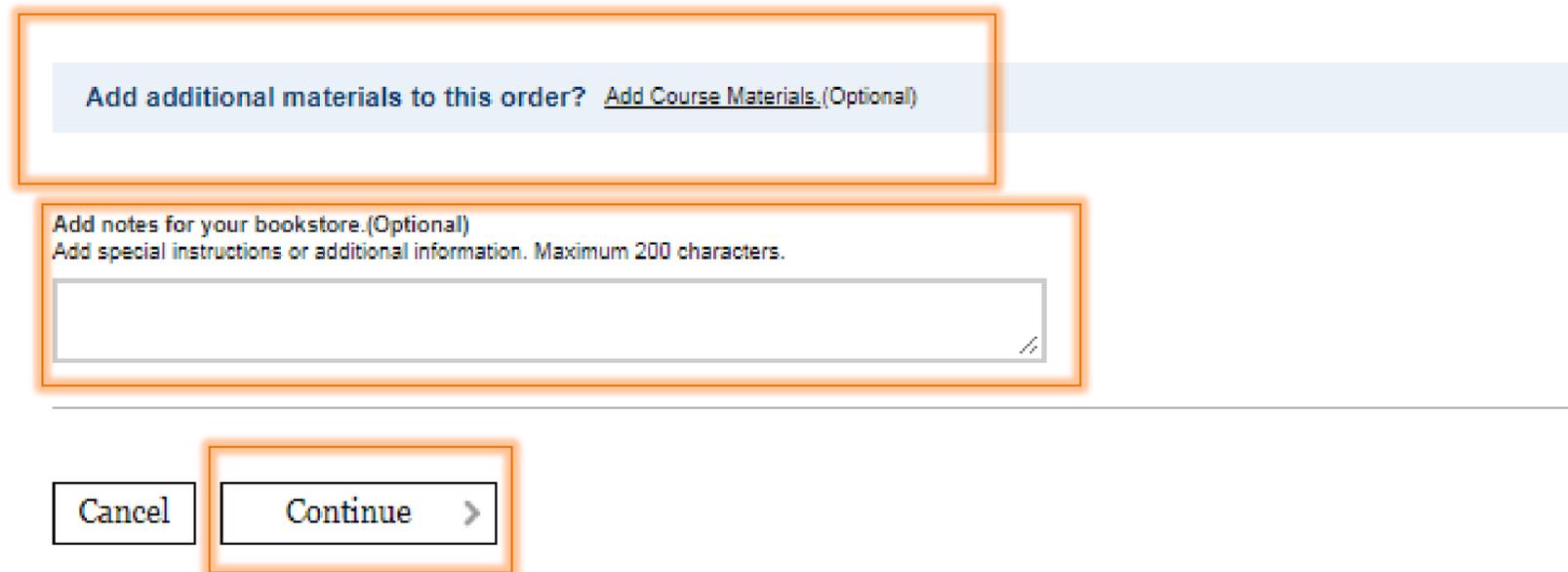
Additional Information

Add additional materials to this order? [Add Course Materials \(Optional\)](#)

Add notes for your bookstore (Optional)
Add special instructions or additional information. Maximum 200 characters.

Resources

- **Additionally on the preview screen, you can add supplies and a note, if applicable:**



The screenshot shows a user interface for adding materials and notes. It features a light blue header bar with the text "Add additional materials to this order? [Add Course Materials \(Optional\)](#)". Below this is a text input field with the placeholder text "Add notes for your bookstore (Optional)" and "Add special instructions or additional information. Maximum 200 characters." At the bottom, there are two buttons: "Cancel" and "Continue >". The "Continue >" button is highlighted with an orange border.

- **Once you have checked the order, click “Continue” at the bottom of the page.**

Resources

- 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.

UMass | Dartmouth

1 Select Course 2 Add Materials 3 Review Order

Submit Order

Course Information

Program UMass Dartmouth
Term Fall 2019
Division Default
Department SPECIAL
Course 1000

Materials for Course: 1000

Section	Estimated Enrollment
Instructor	
SPA	1
Kate Ellis	

1. Statics & Strength of Materials - REQUIRED
Morrow, 7th, Other, 9780135034521

Notes for the bookstore:

Please enter email address(es) below for any additional order confirmations you wish to send.

Email Address(es)

+Add another | xRemove

Important: Your order won't be submitted until you click "Submit" below.

< Back Cancel Submit >

Questions? Need Help? Contact your [bookstore](#) [Help/FAQ](#)

Resources

- 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.

UMass | Dartmouth

Order Successfully Submitted

Your order number is **OA4655354**.

[Print Page](#)

Course Information

Program UMass Dartmouth
Term Fall 2019
Division Default
Department SPECIAL
Course 1000

Materials for Course: 1000

Section	Estimated Enrollment
Instructor	
SPA	1
Kate Ellis	

1. Statics & Strength of Materials - REQUIRED
Morrow, 7th, Other, 9780135034521

Notes for the bookstore:

[Home](#) [Start Another Order >](#)

Questions? Need Help? [Contact your bookstore](#) [Help/FAQ](#)

Resources

- **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.**

Resources

Questions?

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