

# eDoption Instructions

## What is an edoption?

Instructors are now able to enter their book adoptions on our bookstore website, thereby putting their books right into our inventory system. The edoption process will permanently store your adoptions, so the process becomes much easier after the first time. Additionally there are search engines in the program to look for new books in your field.

You can enter your adoption on our web-site - [www.saddleback.bkstr.com](http://www.saddleback.bkstr.com)

## Here are the "first-time" instructions:

1. Under faculty services, click on "edoptions"
2. Log in as a new user. You will be asked for a billing address, but there is no billing (no credit card, etc.) -you can just enter the Saddleback College address if you do not want your address in our system.
3. When you go into adoptions, you will be asked for a password, which for Saddleback is always " 296 ".
4. Below the 2nd yellow bar, click "Create New edoption."
5. Under term, select "TERM YYYY" and wait for department to populate.
6. Select department and course, and then select your section. If the section is not yet in our system, select "other" for section. You may have to enter a dummy section number - you can just enter "1". We will fix the section later. (You may also enter multiple section numbers so you don't have to repeat the whole process!)
7. Enter estimated enrollment and continuation class information. It also looks like you need to enter your name and email again.
8. Make sure you keep "Yes" selected for email notification. You will receive a confirmation with the edoption ID number. This ID will allow you to Renew, Edit or Cancel your adoption.
9. Click "Add Textbook or Course Materials."
10. You can use the search functions by ISBN or by author and title. If you cannot locate the book that way, click "manual add" and just enter the information you know. We can continue searching based on the information you provide.
11. There are also places to add notes, such as "the CD that accompanies the book is (or is not) necessary" or "latest edition please" or "will use same book for fall 2010"

## For Returning Users

To renew existing adoptions, enter the new term (then wait for the refresh) and then enter the edoption ID from the email received after the last edoption. If you do not have the ID, select one of the status options to find your prior history (probably "complete"). You will then be prompted to renew or edit your adoption.

Once submitted, you should receive an email letting you know we have processed your order. I will also use the email provided to clarify anything about your order. Of course, please contact me if you have any questions or feedback about the process.

Sincerely,  
Andrea Richard  
Textbook Manager, Saddleback Bookstore  
949-582-4715 0296txt@fhcg.follett.com