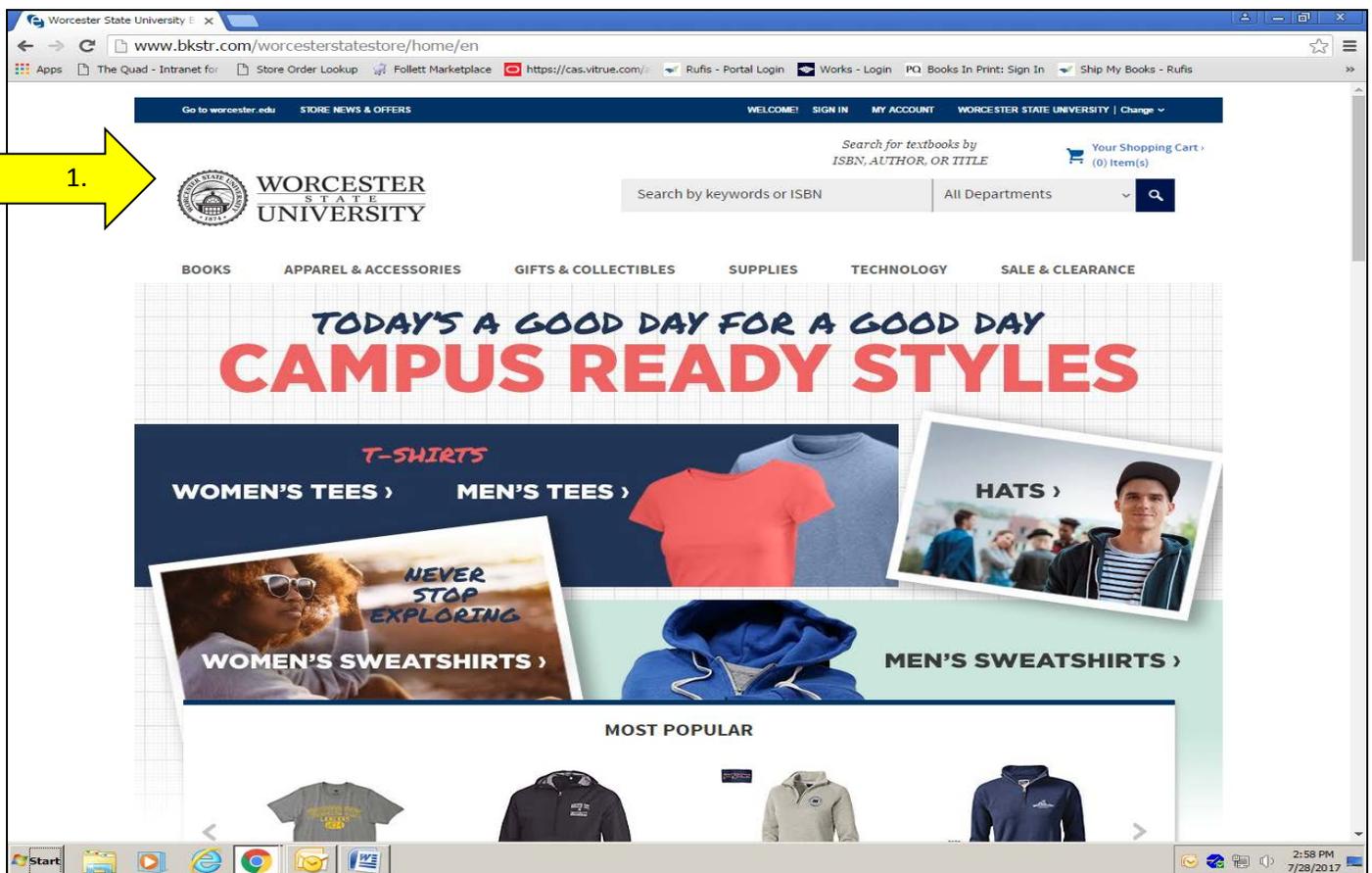


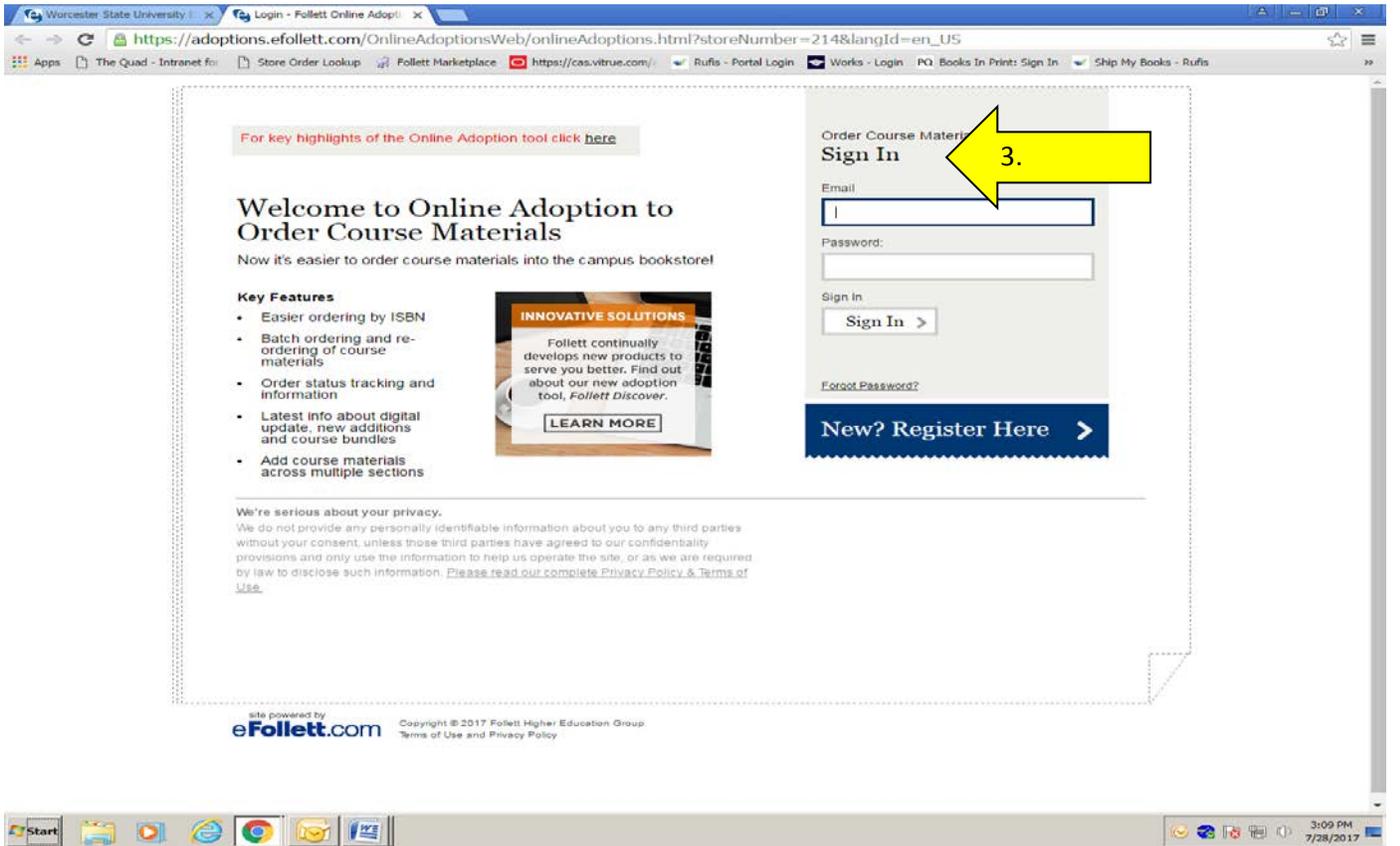
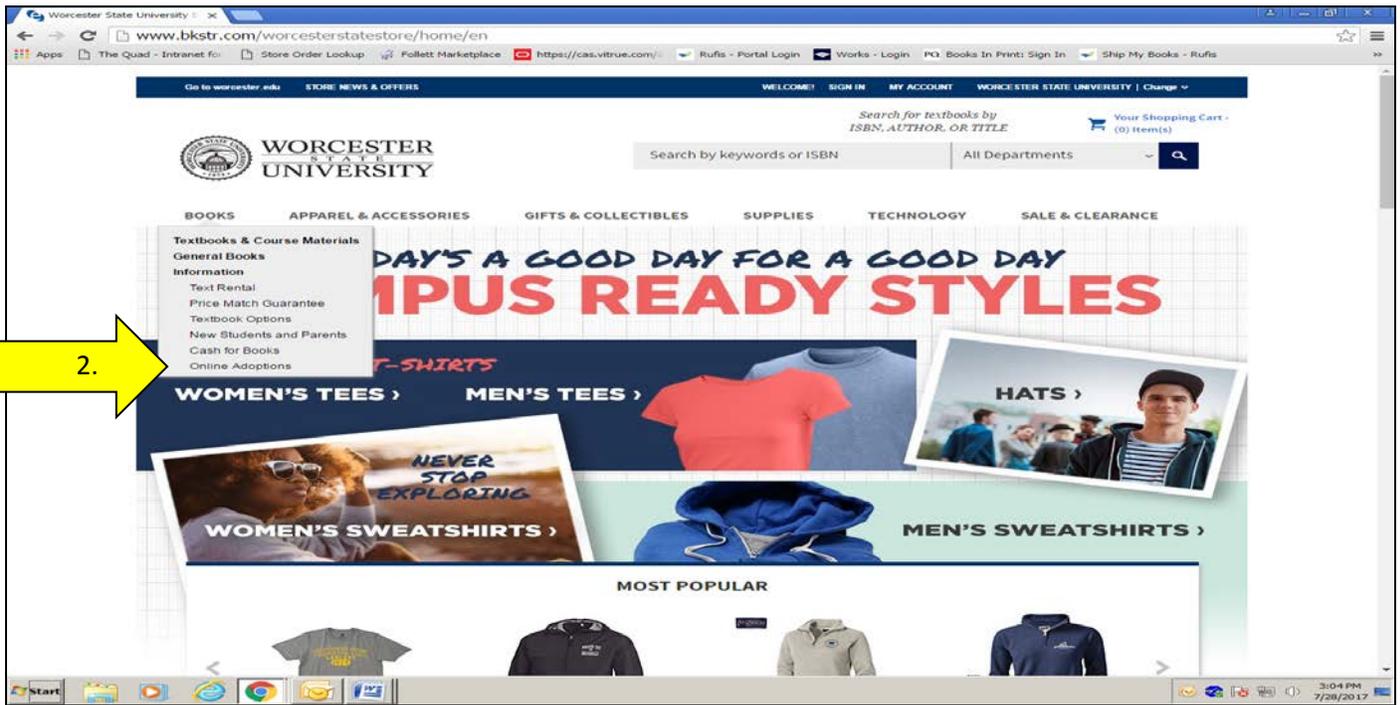
Dear Faculty,

It's time to submit your course material request for the Summer & Fall 2018 term. The deadline for submitting your materials is April 27th. Receiving your list of materials as soon as possible allows us to source the most affordable books for your students and provide top dollar for students selling books back at the end of this term. With our Online Adoption Tool, selecting your course materials is fast and easy. Please remember when you are setting up your account or submitting your order please put yourself down as the approver.

Access the Online Adoption Tool

1. Visit [www <http://wsushop.com>](http://wsushop.com).
2. Go to **Books** in the top navigation and under the **Information** heading, click **Online Adoptions**.





3. If you need additional training to use the Online Adoption Tool, please contact me.

Are You a New User?

1. Follow the steps listed above.
2. Click on **New Register** and complete the required fields.

The screenshot shows a web browser window with the URL https://adoptions.efollett.com/OnlineAdoptionsWeb/onlineAdoptions.html?storeNumber=214&langId=en_US. The page content includes:

- A navigation bar with links: Apps, The Quad - Intranet for, Store Order Lookup, Follett Marketplace, <https://cas.vitruv.com/>, Rufis - Portal Login, Works - Login, PQ Books In Print: Sign In, Ship My Books - Rufis.
- A header link: For key highlights of the Online Adoption tool click [here](#).
- Main heading: **Welcome to Online Adoption to Order Course Materials**
- Text: Now it's easier to order course materials into the campus bookstore!
- Key Features**
 - Easier ordering by ISBN
 - Batch ordering and re-ordering of course materials
 - Order status tracking and information
 - Latest info about digital update, new additions and course bundles
 - Add course materials across multiple sections
- Image: A graphic with the text "INNOVATIVE SOLUTIONS" and "Follett continually develops new products to serve you better. Find out about our new adoption tool, *Follett Discover*." with a "LEARN MORE" button.
- Sign In section: "Order Course Materials Sign In" with fields for Email and Password, a "Sign In" button, and a "Forgot Password?" link.
- A prominent blue button with white text: **New? Register Here** with a right-pointing arrow. A large yellow arrow points to this button.
- Privacy notice: "We're serious about your privacy. We do not provide any personally identifiable information about you to any third parties without your consent, unless those third parties have agreed to our confidentiality provisions and only use the information to help us operate the site, or as we are required by law to disclose such information. [Please read our complete Privacy Policy & Terms of Use.](#)"
- Footer: "site powered by **eFollett.com** Copyright © 2017 Follett Higher Education Group Terms of Use and Privacy Policy"

The Windows taskbar at the bottom shows the Start button, taskbar icons for Internet Explorer, Chrome, and Outlook, and a system tray with the date and time: 3:09 PM 7/28/2017.

3. Enter **0214** in the **Bookstore Supplied Password** field and complete the required fields

The screenshot shows a web browser window with the URL https://adoptions.foollett.com/OnlineAdoptionsWeb/userprofile/displayCreateUserProfileForm.html?storeNumber=214&langId=en_US. The page title is "Create a Profile to Get Started". Below the title, there is a paragraph: "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." The form contains several fields: "Bookstore Supplied Password *" (with a yellow arrow pointing to it), "Preferred Greeting" (a dropdown menu), "First Name *" (text input), "Last Name *" (text input), "Role *" (a dropdown menu), "Phone *" (text input), "Email Address *" (text input), "Re-enter Email Address *" (text input), "Password *" (text input), and "Select Security Question *" (a dropdown menu). There are also checkboxes for "Send order confirmation and summary to my email address." and "Not quite sure what you should choose? To see the definition of the role, simply select SUBMITTER or APPROVER for the definition to appear." The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 3:13 PM and date 7/28/2017.

4. If you need additional training to use the Online Adoption Tool, please contact me.

Download the *6 Ways to Help Students Save on Textbooks* [www.foollett.com/6WaysToSaveMoney] to learn about Follett's different types of course material purchasing options. If you have any questions about the Online Adoption Tool or how to save students money, please contact me anytime.

Sean Cook

Store Manager



Tel: 508.754.3448 | Fax: 508.754.5065
Follett Higher Education Group
Worcester State University Bookstore
Student Center
486 Chandler Street, Worcester, MA 01609
www.foollett.com

