College of Professional Studies

Using the *Faculty Enlight* Textbook Adoption System

*Note: Many frequently asked questions can be found at the *Faculty Enlight* FAQ page: <u>http://www.facultyenlight.com/#view-faq</u>

Creating an Account

- 1. Go to the NU Bookstore's Faculty Enlight page: <u>http://www.facultyenlight.com/?storeNbr=656</u>
- 2. Click the "Create Account" link in the top right-hand corner of the page:



3. Fill in the required information. After submitting your account information, you will be brought back to the main page. You can sign in by clicking the "Sign In" link in the top right-hand corner of the page:

			Sign In Create account • Book Bag (0 Items)		
FACULTY	ENLIGHT.		Northeastern University		
Search	Adopt	Discover	Learn		
		10 000			

*Note: You will receive an email confirmation when your account is created. To ensure you receive important e-mails regarding your textbook adoptions, please add <u>info@facultyenlight.com</u> to your list of approved senders.

Submitting a Textbook Adoption

1. Click on the "Adopt" link in the center of the screen:

FACULTYENLIGHT.		Northeastern University			
Search	Adopt	Discover	Learn		
-		- 48-		News MAPPING THE FUTURE OF EDUCATION TECHNOLOGY	

2. Click on the "Create New Adoption" button:

Search	Adopt	Discover	Learn				
Create New Find Previous Find My School Adoptions							
Home Adopt		1					
Create New Adoption							
Find My Scho	ol Adoptions						

3. Select your course. Descriptions of the fields are as follows:

- Term: This is the academic term in which your course will be offered. Be sure to select a "CPS/LAW" term.
- **Department:** This is the course prefix. This is a three-letter prefix (e.g. "ACC") for quarter-based courses, and a four-letter prefix (e.g. "ACCT") for semester-based courses.
- **Course:** This is your four-digit course number.
- Section: This is your section's five-digit Course Reference Number, or <u>CRN</u>. Your CRN is provided by your academic unit. Please be sure you are entering a book adoption for the correct CRN.
- **Enrollment:** This is an estimate of the number of students who will be enrolled in your course. This information is provided by your <u>academic unit</u>.
- **Instructor:** You should see your last name listed here, however you should not worry if you see "STAFF" listed. This simply means that your name has not yet shown up in the system, but it should show up in the near future. You can change the name listed to your last name, then go ahead and submit your textbook adoption.



4. Select your textbooks.

- You can search for your textbooks by ISBN, Author, or Title. Once you find the textbook in question, click "Adopt This Book."
- Once you have adopted all textbooks for your course, click "Submit" to complete your order.
- You will receive a confirmation email from Faculty Enlight. *If you do not receive a confirmation email, it means your order has not been processed.*

Should you run into any issues with the textbook adoption process, please <u>contact the NU Bookstore</u> for assistance.