Guide to Faculty Textbook Order Online

1. Begin at the Bookstore homepage and select faculty.
   This brings you to the Course Requisitions page.

2. Log in to the course requisitions page. If you have not yet created a login, follow the steps below. If you have an existing login, please skip to step 3.
   - Select create new account.
     Fill in the requested info and save changes.
   - Your account is now created. The page will display the login you entered.
   - You may now begin your requisition from this point.

3. Once you have successfully logged in, you come to the Course Requistions: Main Menu page. Select create new requisition.

4. You will arrive at the New Requisition: Contact Information page. Please review your contact information and make sure that it is up-to-date. Select next.

5. Next you will come to the New Requisition – Course Information page. Select the term, then the department, then the course number, followed by section. Select save changes.

6. Continue to enter the required information following saving your changes. You must enter the instructor’s name and estimated enrollment for the course.
   - If you are ordering for a course that you have previously taught, you could select the option box to use the same books used in this course in this term.
   - Next, select which term you last used that book.

7. Once all of the information is filled out, select next. This brings you to the New Requisition – Add Books page. Here, you may either add the information of the book you need yourself, search for a book, or add books from an existing course.
   - To enter all of the information manually, fill in as much information as possible. This makes it easier to find the exact book you wish to use.
   - To search for a book in our database, select Title, Author, or ISBN from the drop-down menu and enter your criteria and select Search.
   - To search for a book in our system from a previous semester, select search for books used in another course. This takes you to a new page where you need to enter the term, department, course and section to look through the history of titles.
   - If your course does not require a textbook, simply choose the No books are required for this course.

8. Once you have finished adding the books needed, you have the option of clicking the review requisition button to make sure the information is correct. To change any info, please select edit that applies to the information needing corrections. Otherwise, click submit requisition.

9. After submitting your requisition, you come to a page confirming that your submission has been sent. To view your requisitions, select back to main page which brings you back to the Faculty page. The courses you have sent requisitions for will be displayed.

Please note that once you submit a requisition to us, YOU CANNOT CHANGE IT ONLINE! Any alterations must be made directly through the University Bookstore. Call 581-1700 or email UMaine Bookstore on FirstClass.