MCTC Bookstore – Faculty Guided Adoption Instructions

Create an Account
► Go to the MCTC online bookstore at mctcbookstore.com.

► Hover over the Textbook drop-down and click on **Faculty Adoptions.**

► Click on **Register Here**

► Click **Faculty** as your registration option

► Complete all required fields. Be sure to include a valid e-mail address. As this will be our main form of communication regarding your adoption. If you teach in multiple departments, please select just one for registration purposes and you will be able to select additional departments during the adoption process.

► Record your login (email address) and password for future use.

► Enter the security CAPTCHA

► Click **Submit Faculty Registration** in the lower right corner.

Adoption Process
After creating your account or logging in, click **Guided Adoption** located under Submit Your Adoptions and 1-2-3 Step-by-Step Method. **You must complete this process for each course.**

Step 1 – Create Course
► Create your course using the drop-down fields for: Term, Department, Select Instructor, Course # and Section #. (If the desired Department is not visible in the drop-down, click Add Department to make necessary changes.)

► If you do not require course materials, please communicate this by checking the corresponding check box under Course Information.

► Click **Continue**.

Step 2 – Find Books
► Select the search method to find the textbook you want to adopt. Please choose from the following:
  • Your Book List*
  • Browse Books (by area of study)
  • Book Search (select by: title, author, ISBN or keyword)
  • History*
  • Add a Book (use this option ONLY if your title is not found by using the other search methods)

  ∗ Your Book List and History search options are populated by adoptions made through this system. Adoptions made through our previous system will not be available.

  Note: If your search results in an error message, click back on our web browser to return to the adoption process.

► Once you have located your choice textbook click the **Adopt** button.

► To add additional textbooks, repeat this step for each title.

► Keep track of what you've added using the Adoptions Cart on the right side of the screen.

► When your adoption list is complete for the course click **Continue** at the bottom of the screen.

Step 3 – Add Merchandise
If your course requires a non-textbook material and the Bookstore has recently sold the item online you may be able to adopt this item at this time. (To skip this step, click **Continue**.)

► Click **Browse Merchandise**

► Click the Course Subject (and if necessary, down to the merchandise level) and the available merchandise will populate. Add items to your course using the **Adopt** button next to the specific item.

► To add additional items, repeat this step for each item.

► If the item you wish to adopt is not listed, proceed to Step 4, and communicate your need in the Message to Book Store field and Bookstore staff will contact you.

► Click **Continue.**

Step 4 – Select Usage
► For each textbook and merchandise item, select it's Usage (i.e. Required, Recommended, Either/Or, etc.).

► In the Message to Book Store field, please communicate any pertinent information not already collected for your course adoption.

► Click **Continue**.

Step 5 – Review and Submit
Review your adoption information to ensure it is correct. You may click any of the steps across the top of the section to go back and make edits as necessary.

► Click **Submit Adoption** to complete the adoption process.

► Additional options on the confirmation page:
  • Printing the adoption
  • Create New Adoption
  • Copy Adoption to New Course

On each step of the adoption process screens there is a question mark link in the upper right hand corner … please click for additional information.
Please contact the Bookstore at adoptions@minneapolis.edu with any questions, concerns or changes to your adoptions. (09/2015)