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# Online Adoption Help

This document details how to use the efollett Online Adoption tool.

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## Getting Help

Call your bookstore if you need additional help.

## Register

1. Access your bookstore's home page.
2. Scroll down the page and click the **Online Adoptions** link.



The Online Adoption tool website appears.

3. Click the **New? Register Here** graphic.



The *Create a Profile to Get Started* page appears.

4. Contact your bookstore if you do not have the password to type in the first field. You cannot register and complete your profile without this password.
5. Complete all the fields on the page.  
**Important:** Fields or drop-down menus with asterisks (\*) are required.
6. For the *Role* field, select *Submitter*, unless you know you should be an Approver.  
See *Approver vs. Submitter* section below for more details.
7. Click **Continue**.

You have now successfully registered and created a profile.

## Approver vs. Submitter

The Approver role is reserved for the department chairperson or staff member responsible for approving course materials. The Submitter role is for everyone else submitting course materials.

While on the *Edit Your Profile* page, you can find definitions of Approver and Submitter. Click **SUMITTER** or **APPROVER** in the paragraph next to the *Role* field. A pop-up box with a definition for each appears.



## Order Course Materials

1. From the home page, click **Order Course Materials ► New Order**.
2. From the drop-down menus, select your course and section information.  
To add another section to the course, click the **+Add another** link in the *Section Info* heading.
3. Click **Continue**.
4. Decide how you would like to add your course materials:
  - By typing ISBNs: go to the *Type Course Material ISBNs* section below
  - By adding materials manually: go to the *Manually Add Course Materials* section below
  - By searching for materials: go to the *Search for Course Materials* section, p. 4.

## Type Course Material ISBNs

1. Click **By ISBN**.
2. In each ISBN field, type the ISBN of the course material to adopt.  
If you run out of fields for course materials, click the **Add another ISBN** link at the bottom.  
Another ISBN field will appear.
3. Click **Continue** and go to *Review and Place Order*, p. 4.

## Manually Add Course Materials

If you are not on the *How Would You Like to Add Course Materials* page, go back to *Order Course Materials*, p. 3

1. Click the **Add Manually** button.  
The *Manually Add Materials* screen appears.
2. Complete the following fields:
  - Title
  - Author
  - Publisher
  - Edition
  - Format:
  - ISBN

-or-

  - Material Description: use for non-textbook materials
3. Click **Continue** and go to *Review and Place Order*, p. 4.

### Search for Course Materials

If you are not on the *How Would You Like to Add Course Materials* page, go to *Order Course Materials*, p. 3.

1. Click the **Search** button.  
The *Search for Materials* page appears.
2. Type search criteria in at least one field. The fewer fields you fill in, the more results that appear.
3. Click **Continue**.  
The search results appear.
4. Select the check box next to each material you want to add.
5. Click **Continue** and go to *Review and Place Order*.  
The *Review Order* screen appears.

### Review and Place Order

After adding course materials and clicking **Continue**, the *Review Order* screen appears.

1. Review the information on the page for accuracy, and if everything is correct, click **Continue**.  
The *Submit Order* page appears.
2. If the information on the screen is correct, select the check box at the bottom of the screen to accept the terms of use.
3. Click **Submit**.  
The *Order Successfully Submitted* screen appears.

### Check Order Status

1. From the home page, click **Check Order Status**.  
The *Find Current Order(s)* screen appears.
2. Search for the order by selecting one of the options:
  - Date range of when the order was placed
  - Program
  - TermThe order status appears as one of the following:
  - **Submitted**: Indicates your order has been submitted, not approved or rejected
  - **Approved**: Indicates your order has been approved. These adoptions are complete.
  - **Rejected**: Indicates your order has been rejected. Edit and resubmit your adoptions.

## Change an Existing Order

1. From the home page, click **Check Order Status**.  
The *Find Current Order(s)* screen appears.
2. Search for the order by selecting one of the options:
  - Date range of when the order was placed
  - Program
  - Term
3. Select the check box next to the order you want to add materials to.
4. Click **Edit**.
5. Click the **Add Course Materials** link at the bottom of the page. The *Search for Materials* page appears.  
-or-  
Click the **Remove Material From Order** button to delete the material from your order.
6. Click **OK** to confirm removal.

## Re-Order Course Materials

1. From the home page, click **Order Course Materials ► Re-order**.  
The *Find Previous Order(s)* page appears.
2. Search for the previous order by one of the options:
  - Order number
  - Course details (DDCS)
  - Date Range
3. Click **Continue**.  
The *Select Course(s)* page appears.
4. Select the check box next to the course to order for.
5. Click **Continue**.  
The *Review Order* page appears.
6. Select from drop-downs or type the necessary information for the course.
7. Click **Continue**.  
The *Submit Order* page appears.
8. If the information on the screen is correct, select the check box at the bottom of the screen to accept the terms of use.
9. Click **Submit**.  
If you are an Approver, your order is automatically approved and sent to the bookstore.  
If you are a Submitter, an Approver must approve your order before it's sent to the bookstore.

## Approve or Reject Orders

1. From the home page, click **Check Order Status**.
2. Search for the order by:
  - Order number
  - Course details (DDCS)
  - Date range

3. Click **Continue**.

The *Check Order Status* page appears.

4. Select the check box next to each order to approve or reject.
5. Click **Approve** or **Reject**, depending on what you want to do.

The status next to the order changes to APPROVED or REJECTED, depending on what you did.

**Note:** Once you approve an order, you cannot later reject it. However, you can later approve an order you previously rejected.

6. Click **Back**.

## Export Adoption Information

1. From the home page, click **Check Order Status**.
2. Search for the order by:
  - Order number
  - Course details (DDCS)
  - Date range

3. Click **Continue**.

The *Check Order Status* page appears.

4. Select the check box next to each order to export.
5. Click **Export**.
6. Allow pop-ups, if necessary.
7. Click **Save** in the *File Download* box.
8. Name the export file and select where to save the file, if desired.
9. Click **Save**.

## Update Your Profile

1. From the home page, click **Profile** in the top right corner.
2. Click **Update Profile**.
3. Change the necessary information.
4. If you are unsure of the definition of Approver or Submitter, click **SUMITTER** or **APPROVER** in the paragraph next to the *Role* field. A pop-up box with a definition for each appears.



The image shows a screenshot of a web form. On the left, there is a label 'Role \*' above a dropdown menu. The dropdown menu currently displays the word 'Submitter'. To the right of the dropdown is a small downward-pointing arrow icon. To the right of the dropdown menu is a text box containing the following text: 'Not quite sure what you should choose ? To see the definition of the role, simple select SUMITTER or APPROVER for the definition to appear.' Two arrows point from the text box towards the dropdown menu, one pointing to the 'Submitter' text and the other pointing to the dropdown arrow icon.

5. Type your email in the *Re-enter Email Address* field.
6. Click **Continue** when finished updating your profile.

## Forgot Password?

1. Access the Online Adoption tool: <https://adoptions.efollett.com/OnlineAdoptionsWeb/logon.html>
2. Click the **Forgot Password?** link.

The *Please Enter Your Email Address* screen appears.

3. Type the email address you used to register for the Online Adoption tool.
4. Click **Submit**.

The *Please Answer Your Security Question* screen appears.

5. Answer your security question.
6. Click **Submit**.

The *Set Your New Password* screen appears.

7. Type a new password.
8. Re-enter the new password.

**Note:** Create a new password. Do not use one you've already used.

9. Click **Submit**.

Your password is changed and you are logged on.