Online adoption process:

1. Visit the bookstore website at [www.EVCStore.com](http://www.EVCStore.com), scroll down to the bottom of the home page until you see the Faculty services section. Click on online adoptions to get started. A new Tab will open.

2. If you are new to the online adoption process, click the ‘New? Register Here’ tab.
3. The Bookstore Supplied Password is **1405**. Complete the first section, and select **Approver** for your role. (Only select submitter, if your department must approve all adoptions and they are already signed up for online adoption as an approver.)

4. The Email address you provide will contain your order details, as well as an order number for easy reference for follow up. With the “Email Order Info to Additional People” you can list department administrative assistant or a department chair depending on your department specifications. Scroll down, and click on continue. Your registration is now complete!
5. On the next screen, click the order course materials tab.

6. You can enter a new order or re-order course materials from a previous term.
7. When you click on new order it will take you to the following screen:

Each arrow opens a drop down menu. If you don’t see the department or the course number in the drop down menu, you have the option of clicking on Manually Enter at right.

Scroll down, and complete the section info. If you don’t need to order course materials or want students to contact you for materials, check one of those boxes. For enrollment if you tend to accept more students every semester, tell us exactly what you intend to do, it will help us make the right buying decisions, and have enough books on the shelves.
8. The next step is to add your course materials. You can search ‘By ISBN’, ‘Author and Title’. As well as ‘Add Manually’ materials that can’t be found by ISBN (like a course reader.)

If you select the ISBN search, you can add multiple ISBNs for all the course materials needed on one page.
Enter the ISBN then click continue. If you can’t find the ISBN, go back and select ‘Add Manually’ and we will find the proper ISBN and get back to you regarding your order. If the ISBN is accepted, this is the screen you will see:

9. Verify that the information is correct, and then scroll down to see the book information. Select the status of the book in the drop down menu (required, recommended or choice), add additional materials to your order, or add a comment if needed.
*If you want to adopt the same material for multiple terms, please list the information in the comment box for the bookstore. We will keep the information on file and auto adopt for you for as many terms as you request.

10. When you are done, click on continue at the bottom of the screen. This will bring you to the submit screen. Click Submit and you’re done!

You will receive an email with an order number. If we encounter any issues, such as new editions, out of print, etc… we will contact you to discuss the possible solutions with you.

Should you have any difficulties with the online adoptions process, please contact Chris Becker cbecker@follett.com 408-223-6765