The City College of New York

Instructions for entering textbook information on CUNY First (faculty)

The instructions below assume you have activated your CUNY First account already. If not, go to *https://home.cunyfirst.cuny.edu/* *and click on First time users to claim your account. If you need assistance, please contact the Helpdesk at x8080.*

1. **Log in** to CUNY First (https://home.cunyfirst.cuny.edu/) *(Note: the address should be entered exactly as listed above; the longer address version, which your computer may remember from a previous log-in, will likely cause a pop up "authorization" window to appear; in this case, close down the browser and start again by typing in the address exactly as listed above.) If you need assistance, please contact the Helpdesk at x8080.*

2. Click on **HR/Campus Solutions**

3. Click on **Self Service**

4. Click on **Faculty Center** (if you don't see Faculty Center, contact the Helpdesk; you will need this function for EVERYTHING)

5. Click on **My Textbooks**

6. Click on the **Change the term** button to select the semester; one of your classes will appear; if this is the class you wish to submit info for proceed go to the next step; if you wish to submit materials for a different class, click on the right arrow on the right side of "My textbooks" tab.

You are ready to input your textbook data now; *Note: DO NOT ENTER INFO in the textbook details box unless you wish to submit ALL of the information manually*

7. Click on the **Search button**; a new window appears

8. **Disable protection** (Firefox: first click on the **shield** icon on top left then click on the mini arrow on bottom right, select "disable protection"; Google Chrome: click on the shield on the far right then click Load Unsafe Script); a search field appears

9. **Type in your search term** (ISBN recommended, can also search by Title or Author) and click **Search**; a list of books appears

10. Click **Select** under the correct book; this takes you back to the main screen; main fields are now populated; if book price is missing, contact bookstore for information or search in B&N website

11. From **drop down menus** select the type of course material (book) and status

12. Click on the **"Textbook entry complete",** then click **Save**

13. If you need to submit another book, click on + (plus); a new textbook box appears; repeat steps 6-12

14. To delete an existing entry, click on – (minus)

15. To add books for another course, click on the green Return button at the bottom of the screen

16. To submit the same textbook for another section of the course:

   -On the list of courses **select the new section**

   -Click "**Copy Textbooks**", pop-up warning comes up – click OK; a new page comes up

   -Search for your course and **Select the section** to copy from; a new window appears with information populated; Click **"Textbook entry complete"**

   -Click **Apply**; click **OK** to go back to the list of courses

   If you are teaching a course with **MANY sections and wish to avoid searching or copying for each individual section:**

   -Complete textbook entry for one section, then click on "**View all**" on My Textbooks tab; the list of all your sections/courses appears

   -Using copy/paste fill in the ISBN, title, author, price …for each section individually (unfortunately, at this time, there is no automated way to copy books to several sections at the same time).

17. To add books for another course, click on the right arrow on the right side of "My textbooks" tab; your next course appears; repeat steps 7-12

18. When finished adding book(s), (make sure "textbook entry complete" button is selected), you can **log out**/close the window. DONE! ☺

For assistance with textbook submission, contact your department's point person or call CETL at x6816. For assistance with CUNYFirst, contact Helpdesk at x8080 / cfsupport@ccny.cuny.edu .