Instructions for entering textbook information on CUNYfirst (administrative access)

The instructions below assume you have activated your CUNYfirst 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 CUNYfirst (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 CUNY

4. Click on Campus Solutions

5. Click on CS Extensions

6. Click on CUNY Textbook data

7. On next page 4 fields need to be filled in; use the search tool next to each and fill them in by selecting
   - CTY01 (i.e. City College, Academic Institution)
   - The relevant semester/term for which the submission is being done (scroll down the list)
   - The relevant subject area/department
   - The relevant “Academic career” (Undergraduate or graduate)

8. Click Search; a list of courses appears (scroll to the right of the screen and click forward arrow to see more courses; courses are listed either as “pending” (book submission not completed yet) or “complete”

9. Select a course by clicking on the far left icon (you might have to scroll back left); a textbook box appears

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

10. Click on the Search button; a new window appears

11. 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

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

13. 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

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

15. Click on the “Textbook entry complete” and then click Apply; Clicking OK will take you back to the list of courses

16. If you need to submit another book, click on + (plus); a new textbook box appears; repeat steps 6-11

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

18. 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
   - Enter search criteria to find the class from which you are copying materials (at least two criteria are needed, for example subject and number). Make sure to clear the selection for “show open classes only” or the section number that might be populated in a section box
   - Click Search; a list of sections appears
   - 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

19. When finished adding book(s), (don’t forget “textbook entry complete” each time! – double check that entries you did are “complete”), you can log out/close the window.

For assistance with textbook submission, visit CETL @ NAC 4/220 or contact Helpdesk at x8080 / cfsupport@ccny.cuny.edu .