

Instructions for entering textbook information on CUNY First (administrative access)

N.B. Firefox browser should be used for best performance (for free Firefox download go to <http://www.mozilla.org/en-US/firefox/new/>).

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 **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
10. Click on the **Search button**; a new window appears
11. **Turn off pop-up blocker** (first click on the **shield** icon on top left then click on the mini arrow on bottom right, select “disable protection”); 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
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 **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.