

Instructions for entering textbook information on CUNY First (faculty)

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 **Self Service**
4. Click on **Faculty Center**
5. Click on **My Textbooks**
6. Click on the **Change the term** button if needed (select Fall 14); the listing of your classes will appear; select a class
7. Click on the **Search button**; a new window appears
8. **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
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
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 6-11
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
 - 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
17. 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 Ana Vasovic at x8066 or avasovic@ccny.cuny.edu. For assistance with CUNY First log-in etc., contact Helpdesk at x8080 or helpdesk@ccny.cuny.edu .