1. **Login**: Go to [CCNYbooks.com](http://CCNYbooks.com) and click “log in.” You’ll then be prompted to enter your CUNYfirst credentials.

2. **Select a Course**: Click one of your courses to start the adoption process.

3. **Add Textbooks**: Use the search box to search by ISBN or title. When you click on a book, a pop-up will appear with full book details including pricing and edition alerts. Click “ Adopt” to add it to your course.

4. **If your course does not require textbooks**, simply check the box next to “This course does not use textbooks” and click submit.

   **Optional: Add Ancillary Materials and/or Course Notes**

5. **Preview Course**: Review how students will see your course.

6. **Submit Course**: Click the “Submit” button to complete your course adoption. If you teach two or more sections of the same course, you can copy the information to all sections.

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