Welcome

Textbook Requisition Step-by-Step
Now you will need your username and password.

- We have tried to standardize your username. It should be the start of your email address.
- York has **not** allowed us to use the Passport York system.
- Should you forget your username or password, please email orders@yorku.ca.
Log in with your username and password and you will be taken to the ordering screen.

- The log in process is **not** case sensitive.
- The session will time out after about 15 minutes of inactivity.
You will now start entering your course information.

- Click on the “Create New Requisition” button.
Begin by clicking on “Select a Term”

- It is important to select the correct term.
- Courses may not show up if the wrong term has been selected.
- Glendon courses are separate from Keele courses and full year courses are separated from one semester courses.
Next select a department.

- The departments are arranged alphabetically by faculty (i.e. AP) and then by subject (i.e. SOSC).
- If the subject isn’t in the list you may find the cross listed subject instead. Our system is set up by SIS and they dictate which subject is the “home” subject.
Now you can select your individual course.

- Most courses are listed but there are some exceptions such as studio courses and field studies.
- If your course isn’t listed, email orders@yorku.ca to have it entered.
After selecting the course you will need to select the section.

• Even if there is only one section for a course it will have to be selected.
For multiple sections using the same book they can be added at one time.

• Each section that applies will have to be checked.
Now you will select an instructor

- You can use the drop-down menu to see if the instructor is already listed.
or add an instructor if necessary.

- Creating an instructor allows you to enter the instructor’s email address. This will ensure that they will receive a copy of the online order. If you use the drop-down menu that is formatted as “LAST NAME Given name” they will not receive a copy.

- **Please note** telephone numbers should **not** be entered in this area.
Now you will need to add the enrolment.

- Enrolments are the maximum for the course expected. If the request is for multiple sections, it should be the total of all sections.
- This is also the time to add any notes to the bookstore regarding the course in general. There is a place later to add notes about the individual books.
The next step is to click “Select textbooks”.

- There are two options, Select textbooks and No textbooks required.
- The bookstore needs to know if there is no textbook required for a course, so we are aware that nothing is to be supplied by the bookstore. Otherwise we assume the order has not yet been submitted and the course remains in the active file.
Entering books.

- When entering books you can either enter the ISBN (13 digit or 10 digit, dashes are not needed) or the title and/or author.
- Now click on “Search for Course Materials”.
The system is building history and the books will auto-populate once they have been used.

- The books are drawn from several data bases which accounts for the multiple entries. Select the one that appears closest to the requested book.
- Click on “Select this Book”.

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Next you will be able to review your selection.

- The book can be marked as **required** (all students are expected to have the book) or **optional** (the students may find this useful for the course).
- This is also the time to let the bookstore know if there is specific information regarding this book.
Time saving *favorites* feature...

- A new feature on this system is the favorites. If you need to order the same book regularly, tick the “My Favorites “ box for future access.
Finally click and add to the course requisition.
Your first book has now been added to the requisition.

- You will see the book(s) selected show up on the right side of the screen. As you add more books they will also be added to the list.
- To enter the next book click on the search area in the top box.
Searching by title and author.

- Keep the details to a minimum. For best results use words that are the least common in the title and use only the last name of the main author.
- If your initial search does not turn up the book, try eliminating punctuation.
- Click on Search for Course Materials.
Your options will show up.

- If the book displayed is the item you want, click “Select This Book”.
Adding a new book.

- If the book you require does not come up in the list, you will have to add it.
- Click on the “Add a New Book” tab.
Fill in the starred items and any other fields that you have data for.

- Title and author are essential. The system will not accept blank fields here.
- The ISBN is very important. If the sale’s rep has given you a special ISBN please be sure to enter it here. If the ISBN is unknown, tick the appropriate box.
- Further details (edition, etc.) will help us order the correct book for the course.
- The last step is to click “Create Book”.
Adding a newly entered book.

• The book is now available to add to your textbook request.

• Special instructions can be entered as before.
Finalizing the order.

• Once you are satisfied with your order, you are ready to send it to the bookstore.
• Click the “Review requisition” button.
• If there is a problem, you can cancel.
Your last step...leads to the bookstore’s first steps.

Finally you will need to click “Submit this requisition”.

- If you need to leave your computer before finalizing be sure to click “Save and continue later” so you don’t lose the data if you are logged off.
• You will now get an email with the details. This is the same information that is sent to the bookstore.

• We receive the information in the “orders” email address allowing all buyers to view the data.
A few tricks.

- To create your next requisition, click the tab for “Requisitions” and “Create New Requisition”.
- The process will begin as it did with the first demonstration.
- You are also able to search any requisitions already submitted at this point.
Using the Course History feature.

- If you have a course that reuses the same textbooks constantly this feature will save you time.
- After setting up the course requisition you will move to the select textbooks section and click on course history.
Using the Course History feature.

- You can either keep the entire selection or “filter” by selecting just one semester.
- Now you can browse the books used previously and just select the ones required.
Entering the same book for multiple sections.

- Tick off all sections that are using the same course materials.
- A “false” instructor will need to be entered as N/A. Substitute your email address for the instructors.
- Enter the actual instructors' names with their sections in the comments area.
- Enrolment is the total for all sections.
Entering additional titles

- If you get a message saying “There are no sections without requisitions” and want to add a book to a course you will need to click the box above the message “Include sections for which requisitions already exist”.
Now you can add more titles.

- The section(s) appears, and you can proceed with new or additional titles required for the course.
- You will need to select the section again, but the remainder of the process will be the same.
• A pop-up box will alert you to the fact so you don’t accidently enter titles on another section. You will just need to click “OK”.