

Course Requistions

Table of Contents

- Pg1 – Title Page
- Pg2 – Table of Contents
- Pg3 – Accessing Requisitions Page
- Pg4 – Logging in with Existing Account
- Pg5 – Creating a New Account
- Pg6 – Specifying Term and Course Information from Menu; Previous Term Information Lookup
- Pg7 – Adding Course Data Manually if not in System
- Pg8 – Copying Course Data from Same Course in a Previous Term
- Pg9 – Editing Selected Book Information
- Pg10 – Book Editing Details
- Pg11 – Adding a Book Manually if not Available from Online Search
- Pg12 – Direct Book Search Options
- Pg13 – Book Search via Other Course Lookup
- Pg14 – Incomplete Requisition Storage
- Pg15 – Review Information Before Final Submission
- Pg16 – Resulting Message from Submission and Automatic Email Confirmation
- Pg17 – Returning to a Saved Requisition
- Pg18 – Re-Using a Submitted Requisition

Accessing Requisitions Page

- Course Requisitions are available on the store website through the Faculty link.
- Click on the Faculty link to access the requisition login page.

Faculty Login

- Returning Users can login with their email address and password.
- New Users can click “Create New Account”



Course Requisitions - Login

Email:

Password:

LOGIN **CREATE NEW ACCOUNT**

[Forgot your password? Click here.](#)

Create New Account

- Required information is verified by ePOS
- You cannot continue to the next page until all required information is entered

Login Credentials (Required)

* Email Address:	<input type="text" value="sample@sequoiars.com"/>	* Password:	<input type="password" value="*****"/>
* Verify Email Address:	<input type="text" value="sample@sequoiars.com"/>	* Verify password:	<input type="password" value="*****"/>

Contact Address

***Indicates required field**

* Full Name:
(enter both first and last name)

* Phone Number:

* Street Address:

* City:

* State:

* Zip:

Country:

SAVE CHANGES

Specify Term and Course

- The course menus are drawn from your published textbook terms
- Previous term information is made available for looking up past course adoptions.

New Requisition

Course Information

Please verify your course information carefully. You will not be able to change the term, department, course, or section once you submit this page.

All of your course data has been saved. Please click "Next" to go to the next step.

* Indicates required field

* **Term:** A2

* **Department** ENGL * **Course** 355 * **Section** C-11230 - NEL, PHILIP

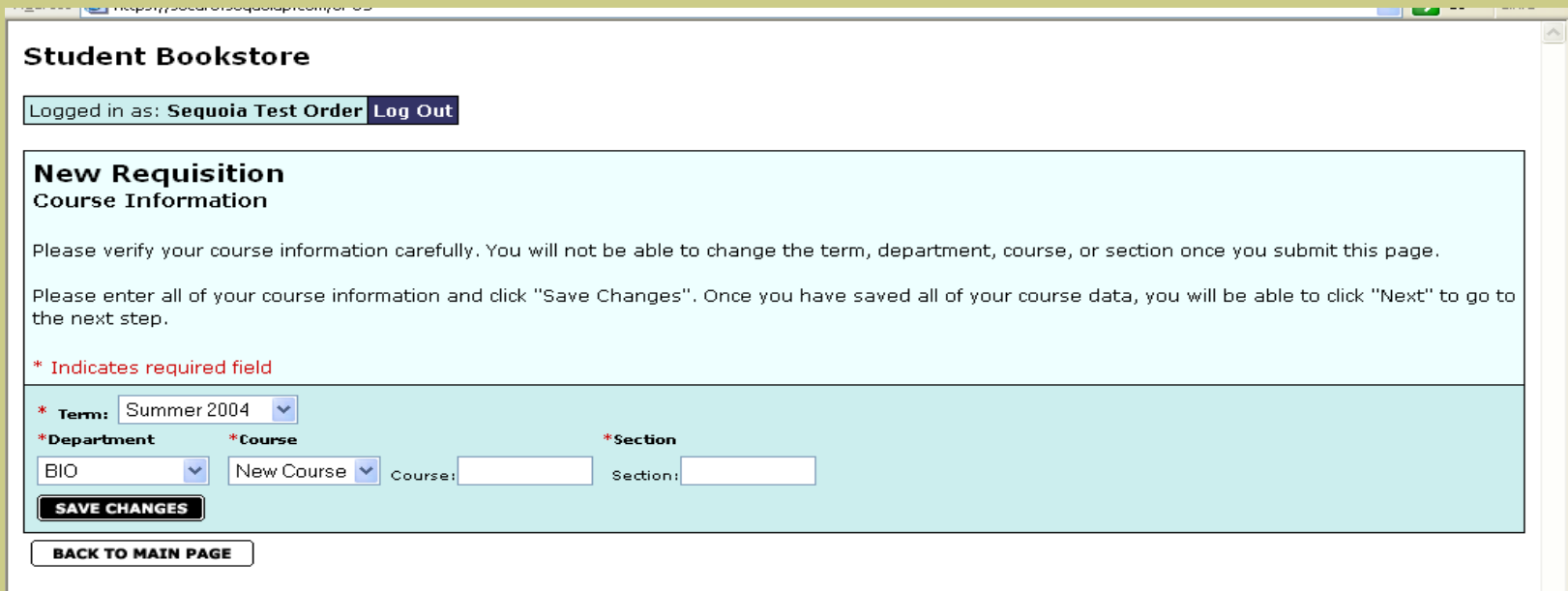
Estimated Enrollment: 123

Use the same books used in this course in this term: SPRING

NEXT >>

Adding Course Data Manually

You have the option of selecting “New Course” and typing in course data, in case the course has not yet been added into the system.



Student Bookstore

Logged in as: **Sequoia Test Order** [Log Out](#)

New Requisition Course Information

Please verify your course information carefully. You will not be able to change the term, department, course, or section once you submit this page.

Please enter all of your course information and click "Save Changes". Once you have saved all of your course data, you will be able to click "Next" to go to the next step.

* Indicates required field

* **Term:** Summer 2004

* **Department:** BIO

* **Course:** New Course

* **Section:** Course: Section:

SAVE CHANGES

BACK TO MAIN PAGE

Copying Course Data

- If you select “Use the same books used in this course in the term:”, the books from the matching course in that term are automatically added to the requisition

New Requisition Course Information

Please verify your course information carefully. You will not be able to change the term, department, course, or section once you submit this page.

All of your course data has been saved. Please click "Next" to go to the next step.

* Indicates required field

* Term:

* Department * Course * Section

Estimated Enrollment:

Use the same books used in this course in this term:

NEXT >>

Editing Book Information

- The books on a requisition are listed at the bottom of the page
- Click “Edit” next to a book to edit its information

New Requisition

Add Books

Requisition for: **Term A2, ENGL 355, Section C-11230**
Reference Code: **WCR00018846** Date Created:
02/04/2004

Contact Information: Faculty Member
123 Main Street Chapel Hill, NC, 12345 Email:
sample@sequoiars.com
Phone: 123-4567

Estimated Enrollment: 123

[Printable Copy of this Requisition](#)

[SEARCH FOR BOOKS used in another course](#)

[EDIT](#)

[BACK TO MAIN PAGE](#)

This is an open requisition. You may return to it at any time to edit information or continue adding books, but this information has not yet been submitted to the bookstore. Once you are ready, click on "Review Requisition" below to verify your information and then submit this requisition.

[REVIEW REQUISITION](#)

The books used in this class in the term A2 have been added to your requisition.

Click the "Edit" button next to each book if you need to make changes to it.

[See your book list](#)

Enter your book information here...

Title:

Author:

ISBN:

Publisher: Edition:

Year: New Ed. Pending:

Status:

Additional notes:

[ADD THIS TITLE](#)

...or search for the book you would like to add.

Search by:

[SEARCH](#)

Books on this Requisition

Requisition Code: WCR00018846

[REVIEW REQUISITION](#)

ALICE IN WONDERLAND
CARROLL
0393958043
Pub: , Edition:
Year: , Next Ed:
Status: R

[EDIT](#)

[DELETE](#)

Book Editing Details

- Once you click “Edit”, the book information will be filled into the editing area.
- Just click “Save Changes” when you are done.

The information we have on record for the title you selected has been entered in the yellow area below. Please verify this information, fill in any additional fields, and then click "Save Changes".
[Edit information for this title](#)

Please edit the information for this book...

Title: ANNE OF GREEN GABLES
Author: MONTGOMERY
ISBN: 0140367411
Publisher: Sequoia Edition: 4
Year: 1999 New Ed. Pending: 2005
Status: RQ
Additional notes:

SAVE CHANGES

...or search for the book you would like to add.

Search by: Title

SEARCH

ANNE OF GREEN GABLES
MONTGOMERY
0140367411
Pub: Sequoia, Edition: 4
Year: 1999, Next Ed: 2005
Status: RQ

EDIT

DELETE

Adding a Book

- You have the option to manually adding the book information into the editing area and click “Add Title”
- The book will be added to the requisition.

Enter your book information here...

Title:

Author:

ISBN:

Publisher: **Edition:**

Year: **New Ed. Pending:**

Status:

Additional notes:

ADD THIS TITLE

Through The Looking-Glass **EDIT**

Lewis Carroll

1582342229

Pub: Bloomsbury, Edition: 45

Year: 3772, Next Ed: 2020

Status: RQ

DELETE

Direct Book Search

- You also have the option to search for previously adopted books by Title, ISBN or Author.
- Select the correct book from the search results on the right.
- Complete the information in the editing area and click “Add this Title”

This title has not yet been added to your requisition.

The information we have on record for the title you selected has been entered in the yellow area below. Please verify this information, fill in any additional fields, and then click "Add This Book" to add it to your requisition.
[Verify information for this title](#)

<p>Please verify the information for this book...</p> <p>Title: ANNE OF GREEN GABLES</p> <p>Author: MONTGOMERY</p> <p>ISBN: 0-14-036741-1</p> <p>Publisher: PENG USA Edition: <input type="text"/></p> <p>Year: <input type="text"/> New Ed. Pending: <input type="text"/></p> <p>Status: CHOOSE ONE OF THESE <input type="button" value="v"/></p> <p>Additional notes: <input type="text"/></p> <p><input type="button" value="ADD THIS TITLE"/></p>	<p>...or search for the book you would like to add.</p> <p>Search by:</p> <p><input type="button" value="Title"/> <input type="button" value="v"/></p> <p>Anne of Green Gables</p> <p><input type="button" value="SEARCH"/></p>	<p>Search Results Don't see the book you want? You can enter your book information manually at left.</p> <p><u>ANNE OF GREEN GABLES</u> Author: MONTGOMERY ISBN: 0-14-036741-1 Pub: PENG USA Select this title</p>
--	--	--

Adding Books From Another Course

- You can “Search for Books Used in Another Course” on the requisition page.
- Select the Term, Department, Course and Section.
- Select the Books you want to add and click “Add these Books”.

Lookup Books by Course

To look up textbooks currently being used in another course, select a term from the list below. The list of departments for this term will then appear in the "Department" menu. Select a department, then continue and select a course and section. Your book list will appear once you have selected a section. You may need to scroll down the page to see the book list.

Term:

Department: Course: Section:

Books Used in A2
AGRON 305, A-00530
(SOILS)
Instructor: THIEN, STEPHEN

Select the books you would like to add to your requisition and click "Add These Books"

Title: <input type="text" value="ELEMENTS OF NATURE+PROPERTIES OF"/>	<input checked="" type="checkbox"/> Add to Requisition?
Author: <input type="text" value="BRADY"/>	New \$94.75
ISBN: <input type="text" value="0-13-014497-5"/>	Used \$76.00
Publisher: <input type="text" value="PEARSON"/> Edition: <input type="text"/>	(Prices are for this semester. All prices are subject to change.)
Year: <input type="text"/> New Ed. <input type="text"/>	
Status: <input type="text" value="RQ"/>	
Additional notes: <input type="text"/>	
Title: <input type="text" value="LAB.MANUAL F/SOIL SCIENCE"/>	<input checked="" type="checkbox"/> Add to Requisition?
Author: <input type="text" value="THIEN"/>	New \$54.25
ISBN: <input type="text" value="0-697-38401-2"/>	Used \$43.50
Publisher: <input type="text" value="MCG"/> Edition: <input type="text"/>	(Prices are for this semester. All prices are subject to change.)
Year: <input type="text"/> New Ed. <input type="text"/>	
Status: <input type="text" value="RQ"/>	
Additional notes: <input type="text"/>	

ADD THESE BOOKS

Requisition Storage

- Requisitions are stored automatically, so faculty can work on them over several days
- Once you are ready to submit it, you just need to click “Review Requisition” on the requisition page.

New Requisition

Add Books

Requisition for: **Term A2, ENGL 355, Section C-11230**
Reference Code: **WCR00018846** Date Created: **02/04/2004**

Contact Information: Faculty Member
123 Main Street Chapel Hill, NC, 12345 Email: sample@sequoiars.com
Phone: 123-4567

Estimated Enrollment: 123

[Printable Copy of this Requisition](#)

[SEARCH FOR BOOKS used in another course](#)

[EDIT](#)

[BACK TO MAIN PAGE](#)

This is an open requisition. You may return to it at any time to edit information or continue adding books, but this information has not yet been submitted to the bookstore. Once you are ready, click on "Review Requisition" below to verify your information and then submit this requisition.

[REVIEW REQUISITION](#)

The books used in this class in the term A2 have been added to your requisition. Click the "Edit" button next to each book if you need to make changes to it.

See your book list

Enter your book information here...

Title:

Author:

ISBN:

Publisher: Edition:

Year: New Ed. Pending:

Status:

Additional notes:

[ADD THIS TITLE](#)

...or search for the book you would like to add.

Search by:

[SEARCH](#)

Books on this Requisition

Requisition Code: WCR00018846

[REVIEW REQUISITION](#)

ALICE IN WONDERLAND
CARROLL
0393958043
Pub: , Edition:
Year: , Next Ed:
Status: R

[EDIT](#)

[DELETE](#)

Information Review

- Clicking “Review Requisition” takes you to the Requisition Review page.
- This is your last chance to review your data - requisitions cannot be changed online once they are submitted.
- Once you are ready, click “Submit Requisition”

Review Your Requisition

Please review your requisition and click "**Submit Requisition**".

Your Requisition will not be sent to the bookstore until you click "Submit Requisition".

Since this requisition has not been submitted, you may continue editing it. Please look it over and make sure everything is exactly the way you want it.

Once you click "Submit Requisition", you will need to contact the bookstore directly to make any further changes.

Printable Copy of this Requisition

SUBMIT REQUISITION

Course Information EDIT Code: WCR00018846 Term: A2 Academic Department: ENGL Course: 355 Section: C-11230 Estimated Enrollment: 123 Status: OPEN Additional Notes:	Contact Information EDIT Name: Faculty Member Email: sample@sequoiars.com Phone: 123-4567 Address: 123 Main Street City: Chapel Hill State: NC ZIP: 12345 Country: US
Books on this Requisition EDIT Requisition Code: WCR00018846	
ALICE IN WONDERLAND EDIT CARROLL 0393958043 Pub: Bloomsbury, Edition: 45 Year: 1872, Next Ed: 2020 Status: RQ DELETE	
ANNE OF GREEN GABLES EDIT MONTGOMERY 0140367411 Pub: Sequoia, Edition: 4 Year: 1999, Next Ed: 2005 Status: RQ DELETE	
Through The Looking-Glass EDIT Lewis Carroll 1582342229 Pub: Bloomsbury, Edition: 45 Year: 1872, Next Ed: 2020 Status: RQ DELETE	

Submission Results

- The Requisition is submitted to the bookstore, and the faculty member gets an automatic email confirming that their requisition has been received.

Requisition Submitted

Your requisition has been successfully submitted to the bookstore.

To make any further changes to the requisition, you will need to contact the bookstore directly.

[BACK TO MAIN PAGE](#)

Returning to a Saved Requisition

- After you log in during a subsequent session, you will see a list of all of your open and submitted requisitions.
- Just click on “Edit” to continue working on an open requisition and eventually submit your entries.

Course Requisitions: Main Menu

[CREATE NEW REQUISITION](#) [CHANGE PASSWORD](#)

Open Requisitions

Here are the requisitions you are currently working on. Click on the Edit button to continue working on a requisition:

Edit?	Term	Course	Code	Date Created	Delete?
EDIT	A2	ENGL 355, Sec. C-11230	WCR00018845	02/04/2004	⊖

Submitted Requisitions

These requisitions have been submitted to the bookstore and can no longer be edited. Click on the Course name to view the full requisition. Click on Re-Use button to use the same requisition data in a new course.

Re-Use?	Term	Course	Code	Status	Date Created	Ack. Date	Due Date
Re-Use	A2	ENGL 355, Sec. C-11230	WCR00018846	SUBMITTED	02/04/2004	02/04/2004	

Re-Using a Submitted Requisition

- To Re-Use a requisition in a new semester, just click “Re-Use” next to the requisition on your Submitted Requisitions list
- All of the old data will be filled in on the new requisition
- You will be able to edit and add books, just like with a new requisition

Course Requisitions: Main Menu

[CREATE NEW REQUISITION](#) [CHANGE PASSWORD](#)

Open Requisitions

Here are the requisitions you are currently working on. Click on the Edit button to continue working on a requisition:

Edit?	Term	Course	Code	Date Created	Delete?
EDIT	A2	ENGL 355, Sec. C-11230	WCR00018845	02/04/2004	⊖

Submitted Requisitions

These requisitions have been submitted to the bookstore and can no longer be edited. Click on the Course name to view the full requisition. Click on Re-Use button to use the same requisition data in a new course.

Re-Use?	Term	Course	Code	Status	Date Created	Ack. Date	Due Date
Re-Use	A2	ENGL 355, Sec. C-11230	WCR00018846	SUBMITTED	02/04/2004	02/04/2004	