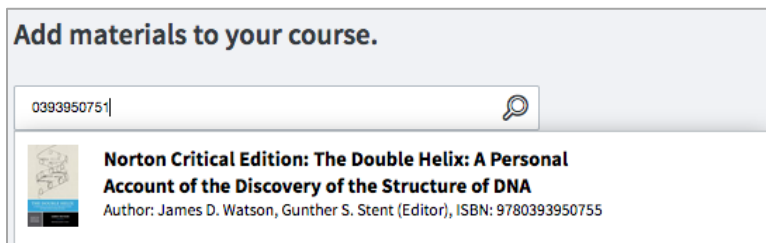
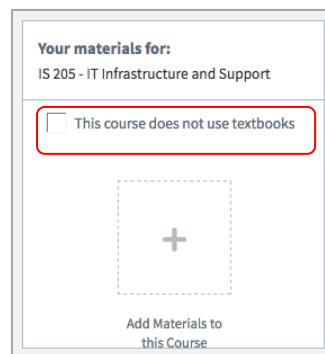


1. **Login:** Go to [CCNYbooks.com](https://ccnybooks.com) and click “log in.” You’ll then be prompted to enter your CUNYfirst credentials.
2. **Select a Course:** Click one of your courses to start the adoption process.
3. **Add Textbooks:** Use the search box to search by ISBN or title. When you click 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.



A screenshot of a web interface titled "Add materials to your course." It features a search bar with the text "0393950751" and a magnifying glass icon. Below the search bar, a book is displayed with its cover image and the following text: "Norton Critical Edition: The Double Helix: A Personal Account of the Discovery of the Structure of DNA", "Author: James D. Watson, Gunther S. Stent (Editor)", and "ISBN: 9780393950755".

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



A screenshot of a web interface titled "Your materials for:" with the subtitle "IS 205 - IT Infrastructure and Support". It contains a checkbox labeled "This course does not use textbooks" which is currently unchecked. Below this is a dashed box with a plus sign inside, and the text "Add Materials to this Course" at the bottom.

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.

The bookstore receives daily updates from CUNYfirst regarding course information. If your courses are not listed, or if you experience issues logging into the bookstore, you can check back at a later date or send your course and textbook information to CCNYbooks@akademos.com.

All textbook and course material information must be submitted to the online bookstore. Book information entered in the bookstore portal will transfer back to CUNYfirst within 24-48 hours.