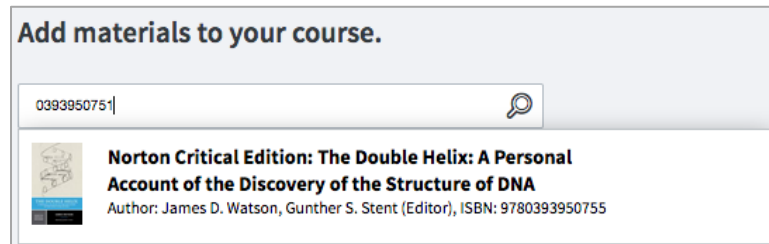


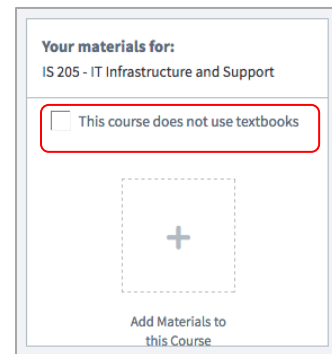
1. **Login:** Go to CCNYbooks.com and click “log in.” You’ll then be prompted to enter your CUNYfirst credentials.
2. **Select a Course:** Click one of your courses to start the adoption process.
3. **Add Textbooks:** Use the search box to search by ISBN or title. When you click on a book, a pop-up will appear with full book details including pricing and edition alerts. Click “Adopt” to add it to your course.



The screenshot shows a search box with the ISBN '0393950751' entered. Below the search box, a book card is displayed with the following information:

- 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), 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.



The screenshot shows a form titled "Your materials for:" for the course "IS 205 - IT Infrastructure and Support". It features a checkbox labeled "This course does not use textbooks" which is currently unchecked. Below the checkbox is a dashed box containing a plus sign (+) and the text "Add Materials to this Course".

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.