

Steps to Ordering Textbooks

1. Go to www.ugabookstore.com (bookmark for future use)
2. Click on *Faculty Services* (left side of page).
3. Click on *eOptions*.
4. Enter your email address followed by your password. Click on *Login*. *If you are asked for a store supplied password it is **095**. We have updated the site so this may happen. If you have forgotten your password please click on forgot password and it will be e-mailed directly to you.*
5. If you have not yet registered with us please complete the contact information, User ID and password, and all other requested information. When finished, click on *Submit Your Registration*.
6. Under *create edoption for*, click down arrow to your name or new instructor. Click on *Create edoption*.
7. Complete *Course Description* information.
 - Give estimated enrollment.
 - Term is Summer 2005 or Fall 2005.
 - Department is HPRB, ACCT,ENGL, etc.
 - Course is the course number 1101, 4000, 7080, etc.
 - Section number is the call number, if not assigned yet just put in N/A, POH, POD (whichever applies).
 - Under the *section Send an additional copy of this adoption to the following email(s)*, Type in other emails you may want this to go to.
 - Under Continuation course click yes if this course is continued from the previous semester (students should have books from previous semester. Otherwise click no.
 - Comments should be used for classes with special instructions (i.e. New books only, publisher information needed).
 - Click on add or manage materials link. If no books are required for a class please click on no materials required box (**If you click this box no books will be ordered for your class**).
8. Under *Eduction materials*, type in the ISBN number under *ISBN/Product ID (no dashes)* and click on *Search*. Your textbook should come up. If it does not come up the you can submit Title, Author or keywords and we can try to obtain the correct book for you.
9. After the search is complete select the correct book and add to edoption (please note in the drop down box under material type weather the book is required or recommended for your class). *You may delete this book if it is not the correct book at anytime.*
10. When all books appear at the top of the screen please click on done adding materials.
11. Click submit. (If you do not click this button the edoption will not complete)

12. To order textbooks for another class, proceed with the same procedure.
13. Logout when you are finished.
14. CONGRATULATIONS! You ordered your textbooks online!

Searching for previous orders after logging in

1. Input dates when you previously submitted book orders. (System only searches in three month intervals).
2. Select you or your instructors name.
3. Select status (most likely it will be processed).
4. Click Search.
5. Click on edoption and then click renew.
6. Put in current semester information and then click submit. If you would like to add a title then click on add or manage materials.

Any questions feel free to contact Chris Sutton (542-7229), textbook@uga.edu or Ken Kahler (542-7239), kkahler@uga.edu.