MY TEXTBOOKS

ORDERING TEXTBOOKS FOR YOUR COURSES

The My Textbook component of CUNYfirst is intended to fulfill two purposes:
To allow individual faculty members to identify and order textbooks through a
central location, and to allow the college to be in compliance with the textbook
requirements of the Higher Education Opportunity Act (HEOA) by making the
expense of course materials more transparent for students. In most departments,
the textbook information are entered in to the system by the departmental support
staff.

1. Login to your CUNYfirst account, and navigate yourself to: HR/Campus
   Solutions --> Self Service --> Faculty Center --> My Textbooks

2. Make sure that the term displayed is correct. If not click on change
term button to switch the term/school.

3. In the my textbooks header, select the class section in which to enter
details of instructional materials/textbooks.

4. Textbook details may be entered in three ways:
   a. Manually - type in your textbook info in the textbook details.
   b. Search for the book in the database - click on Search button.
   c. Copy from another section - click on copy textbooks button.

If your course doesn’t require a textbook, check on No textbooks as
signed to class, and skip to step 9.

*If a Security Warning appears, select the No button.
*Make sure to turn off your browser’s pop-up blocker.

5. Enter the title, author, and/or ISBN of the textbook in the search box and
   click on Search button.

6. If you see the textbook in the search result, click on the Select to add its
details to your course. If not, the details will need to be entered manually.

7. Most fields in the textbook details area will be auto-populated from the
   search. Additionally, you MUST manually enter Course Material Type,
   Status, and Price. The other fields are optional.

8. On the textbook details header, select the add a new row icon to enter
   any additional instructional materials for the same section.

9. When all course materials are entered, select the Textbook entry
   complete radio button.

10. Lastly, click on Save button to complete the entry.

*If you teach multiple sections of the same course, you may copy the
textbook information from one section to another. Go to the section that
you are copy the textbook details to, and click on copy textbooks.