The CUNY Textbook Data Roster, once filled for the department, displays all sections offered by a department for a given semester and allows the departmental secretary to enter book orders. Each departmental chairperson and key secretary should have access to this area. If not, Access Form, provided by our IT, should be filled out with the last box under SR-Registrar Roles called CU-CSSR_Textbook_Data_Entry Textbook Data Entry on page 2 marked with an X and the last page (page 6) filled out and signed by the Chairperson under Managerial Request. The completed form should be hand-delivered to our Registrar, Michael Klein, for expedited processing for access.

1. Login to your CUNYfirst account, and navigate yourself to HR/Campus Solutions -> CUNY -> Campus Solutions -> CS Extensions -> CUNY Textbook Data -> CUNY Textbook Data Roster.

2. In CUNY textbook Data Roster, fill the Academic Institution, Term, and Subject Area. You may find them by clicking on the Magnifying Glass icons.

3. All courses under the subject you entered from the previous screen will appear. Click the icon to the left of SUBJECT for each section you are entering textbook data/information for. The form to enter textbook data/information for that section will appear.

4. Enter Textbook Data on this screen below for each of your sections. Textbook details may be entered in two ways: Manually or by Copy Textbooks. Copy Textbooks allows you to copy textbook information from another section, which is useful if there are a multiple sections of the same course that use the same textbook.

5. You must enter the Course Material Type, Status, and Price. The other fields are not mandatory, but should be filled out if you have the information.

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

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

8. Make sure after entering the data you click Apply and then OK in order for the data to be SAVED. After clicking OK, you will be brought back to the previous screen listing all sections under your course discipline where you can select the next section to enter textbook data/information for.