

Faculty Submission of Textbook Requisitions Through Earlham Bookstore Website

1. Go to www.earlhambookstore.com
2. Click on '*faculty services*'.
3. Click on '*edoptions*'.
4. IF YOU ARE NOT REGISTERED, click on the '*register*' button.
5. Fill in all required information marked with *.
6. Once registering is complete, hit the '*create an account*' button.
7. Click on '*edoptions*'
8. If it asks you for a store provided password, type in 70463.
9. Type in your email address and password you created.
10. Hit the '*log in*' button.
11. You can now choose to create a new edoption or search for previous edoptions (that were created on the new system).

If you are already registered:

1. To create an edoption click on '*faculty services*'.
2. Click on '*edoptions*'.
3. Fill in email address and password you created when registering.
4. If it asks you for a store provided password, type in 70463.
5. Click the drop box (create an edoption for) arrow.
6. Choose either your name or new instructor.
7. Click the '*create edoption*' for button.
8. Fill in all required information marked with *.
9. Click '*no*' for the question '*continuation course*' unless you know otherwise.
10. Click '*add or manage materials*' to enter course books or check '*no materials required*' if nothing is needed.
11. Enter the ISBN to pull up the book or manual edoption for more options, such as author, title, etc.
12. Once you've entered all your course books click '*done adding materials*'.
13. BE SURE TO CLICK ON THE '*SUBMIT*' BUTTON WHEN YOU ARE FINISHED.

You will receive an automatic email once the Bookstore has processed your textbook requisition.

If you have any questions or problem, contact the Bookstore.