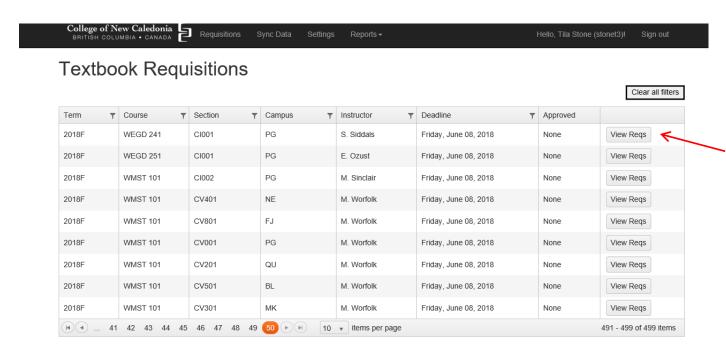
Textbook Requisition Guide

Please follow the step-by-step diagrams below to enter a textbook requisition in the online textbook requisition tool: https://tools.cnc.bc.ca/bookreq



Select your requisition by clicking on the view Reqs button.

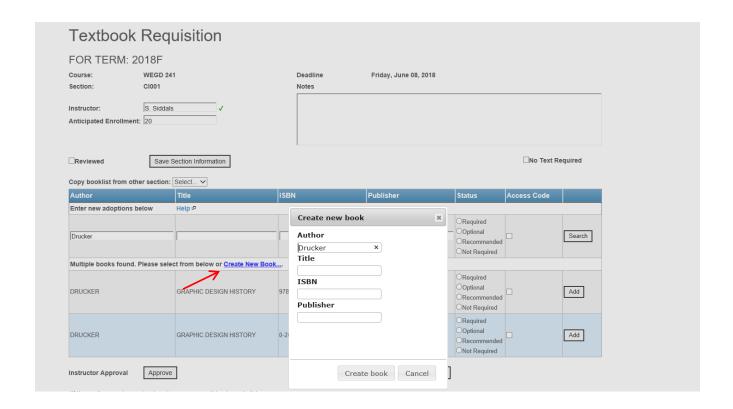
Textbook Requisition FOR TERM: 2018F WEGD 241 Deadline Friday, June 08, 2018 Section: CI001 Notes S. Siddals Instructor: Anticipated Enrollment: 20 Reviewed Save Section Information ☐No Text Required Copy booklist from other section: Select... 🗸 Author Publishe ISBN ccess Code Enter new adoptions below Search No books found for the given criteria. Create New Book.. Instructor Approval Approve Department Approval Approve

Enter adoptions information by adding Author, Title, ISBN or Publisher field and hit search. If no text is required for the section, select the **No Text Required**, save and Approve.

The search will return a list of books that have been used by your department. Complete the status field by selecting required and ADD. This will add the textbook to complete the requisition.

Textbook	Requisition					
FOR TERM: 2018F Course: WEGD 241 Section: C1001		Deadline Notes	Friday, June 08, 20	018		
Instructor: Anticipated Enrollment:	S. Siddals					
□ Reviewed Save Section Information □ No Text Required Copy booklist from other section: Select ✓						
Author	Title	ISBN	Publisher	Status	Access Code	
Enter new adoptions be	elow Help 🗈		<u> </u>	'	,	
Drucker				ORequired Optional ORecommended ONot Required		Search
Multiple books found. F	Please select from below or Create Ne	w Book	·			
DRUCKER	GRAPHIC DESIGN HISTORY	978-0-13-241075-5	PH	ORequired Optional ORecommended ONot Required		Add
DRUCKER	GRAPHIC DESIGN HISTORY	0-205-21946-2	PH	ORequired Optional ORecommended ONot Required		Add
Instructor Approval	Approve	D	epartment Approval A	pprove		

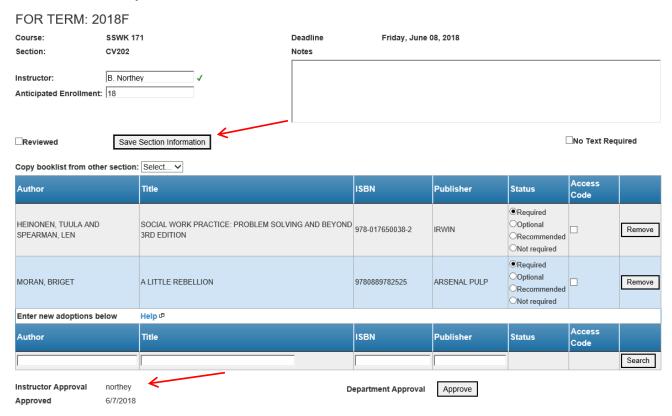
If the book that you would like to use is not found using the search fields, it may not be in the system, and you will have to create a new book by selecting the Create New Book field. The Author, Title, ISBN and Publisher are required. The ISBN can be 10 or 13 characters, however; if the ISBN is not correct it will return an error message as the numbers are calculated for accuracy.



To complete the new requisition follow the previous steps by completing the status and adding the requisition.

Once you are satisfied with the requistion form that you have added or created save section information and Approve. Once the requistion is approved it will be forwarded to your admin for department approval. Once all approval is met it is forwarded to Michael in the bookstore.

Textbook Requisition



Please note, if you need to make changes after the requisition has been submitted to Michael in the bookstore you will need to notify SUSCA by email so Michael can be notified.

Please contact the admin for your department, if you have any question regarding the textbook requisition tool, or if you experience technical difficulties.