
How to Beat the Bookstore Blues: Textbook Ordering Information

In order to comply with the Higher Education Opportunity Act of 2008, institutions of higher education are to provide required and recommended textbook information with their published course offerings. Faculty member shall supply this information for each course where they are listed as faculty of record, including but not limited to traditional courses, hybrid courses, online courses, internships, independent studies, practicums and field placements.

Bookstore accounts that were set up under the previous WMU Bookstore will not work with the new Follett system. Email addresses will not be recognized until a new account is created.
<http://www.wmich.edu/registrar/faculty-staff/textbooks.html>

All faculty members who have not created an account in the new Follett system will need to follow the steps outlined below:

- Log into GoWmu
- Click -- Textbook Requisition
- Click -- New? Register Here
- Bookstore Supplied Password is -- 1333
- Complete the personal information
- Under the "Role" option, the choices are either "Submitter" or "Approver"
 - Submitter -- Any user can be a submitter, but a user would only want to register as a submitter if they are required to have their selections approved before they can be processed. For example, if a graduate student instructor must have their supervising professor review and approve their selections, the graduate student should register as a submitter.
 - Submitters can -- create, edit and print their own online selections or the online selections they submit on behalf of someone else, renew online selections submitted by anyone at their university and search all the online selections for their university.
 - Approver -- Approvers are users at the university who have the authority to approve a Submitter's selections; for example, an instructor's supervisor or department chair. Users with the appropriate authority, as in a professor who does not need someone else to approve their selections, can designate themselves as an approver upon registration on Online Adoptions.
 - Approvers can -- create, edit and print their own online selections or the online selections they submit on behalf of someone else, renew online selections submitted by anyone at their university and edit or reject any online selection submitted inside the same store.

The next page gives the following options:

- Order Course Materials
- Check Order Status
- Update Profile
- Manage Users

During set-up, be sure to check the box to request a copy of your order be sent to your email address.

The deadline for submitting Spring 2014 textbook information was September 23, 2013. All textbook orders must be submitted as soon as possible.

For additional information or assistance on ordering your textbooks, contact Charles Hendrix, Course Materials Manager III at 1333txt@fhcg.follett.com or 269.387.3917.