

Faculty Log In and Registration

- 1) Go to: <http://books.arc.losrios.edu/facultyadoption>
- 2) Select **Register Here**

Beaver Bookstore
American River College
Los Rios Community College District

Home
Textbooks
Textbook Rental
eBooks
Buyback Information
Merchandise
Gift Cards
Refund Policy
AR Review
Employee
Employment
Faculty Adoptions
Faculty Center
ARC Homepage
About the Store
Store Hours
Contact Us
Shopping Cart
Sub Total: \$0.00
Item Count: 0
Log In

Faculty Log In

Email Address: _____ Access Key is u
Password: _____ Access Key is p

Lost Your Password?
Register Here

Log In

Please enter your login information. This is NOT your Los Rios login.

GODADDY.COM
VERIFIED & SECURED
VERIFY SECURITY

- 3) Select **Create Profile for Adopting Course Materials**

Note: If you already have an existing profile for Browsing and Shopping, you will not be able to create a profile for Adopting Course Materials. Please contact the bookstore to change your access.

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Log In

Select Registration Option

Make a Selection:

Create profile for Browsing and Shopping
Create profile for Adopting Course Materials

Help

http://books.arc.losrios.edu/home.aspx

Trusted sites | Protected Mode: Off

Faculty Log In and Registration

- 4) Complete registration form. An *asterisk* before the field name indicates that the field is required.
- 5) Select **Submit Faculty Registration**

The screenshot shows the Beaver Bookstore website interface. The header includes the ARC logo and the text "Beaver Bookstore Essentials American River College" and "Los Rios Community College District". A left sidebar contains a navigation menu with items like Home, Textbooks, Textbook Rental, eBooks, Buyback Information, Merchandise, Gift Cards, Refund Policy, AR Review, Employee, Employment, Faculty Adoptions, Faculty Center, ARC Homepage, About the Store, Store Hours, Contact Us, Shopping Cart, Log In, and Merchandise/General Book. The main content area is titled "Faculty Registration" and contains a form with the following fields: * = Required, * First Name, Middle Initial, * Last Name, * Email Address, * Confirm Email Address, * Password, * Confirm Password, Faculty ID, Department Access (with a dropdown menu set to "Please Select"), * Campus/Office phone number, and Ext. Below these is an "E-Mail Options" section with two checkboxes: "I want to receive email particular to my school." and "Notify me when textbooks I have adopted are being bought back." A "Security Form" section is partially visible, showing a "Generate New Image" button and a "Submit Faculty Registration" button. A search bar is also present at the bottom left of the main content area.

Note: Instructors may have more than one **department**. Please select one department to register. Additional departments can be added when adopting books.

Submitting Adoptions

Below is the Faculty Adoptions main screen that lists all the adoption options available.


Faculty Adoptions

Bookstore Home » Faculty Adoptions

Your Account

Welcome KOUE VANG

- » Update your profile
- » Department Information
- » View submitted adoptions
- » Log out



Training Manuals

- Guided Adoption
- Quick Adoption
- Advanced Adoption
- Maintenance

User Guides

- Quick Guided Adoption
- Guided Adoption

Due Dates

Fall	March 15th
Summer	March 15th
Spring	October 15th

Adoption Status

Submitted: Your textbook adoption has been submitted to the bookstore.

Received: Your textbook adoption has been received by the bookstore.

Approved: Your textbook adoption has been reviewed for accuracy and has been approved pending confirmation of availability.

Unapproved: Your previously approved textbook adoption has been removed from the approved status pending necessary changes. You may be contacted by the Beaver Bookstore for more information (i.e.: new edition, package, etc.)

Posted: Your textbook adoption has been approved and posted to your class listing.

Training Manuals
to help you submit your adoptions.

Submit Your Adoptions

1-2-3 Step-by-Step Method	Direct Entry Method	Advanced Method	Maintenance
<p>» Guided Adoption</p> <ul style="list-style-type: none"> Limited to one course/section Can add merchandise Cannot save partial adoption 	<p>» Quick Adoption</p> <ul style="list-style-type: none"> Enter multiple ISBNs Cannot add merchandise Cannot save partial adoption 	<p>Create Course List</p> <p>» Enter course information</p> <p>Find Course Materials</p> <p>» Browse for textbooks</p> <p>» Browse for merchandise</p> <p>Create Adoptions</p> <p>» Add/edit course materials</p> <p>» View adoptions cart</p>	<p>View Adoptions</p> <p>» View submitted adoptions</p> <p>» Search adoption history</p> <p>Edit Adoptions</p> <p>» Copy an adoption</p> <p>Book List</p> <p>» View your book list</p> <p>» View your merchandise list</p>

There are three methods of submitting adoptions: Guided Adoptions, Quick Adopt, and Advanced.

- Guided Adoption.** This is a step-by-step streamlined adoption method that is a fast and convenient way to match titles and materials with courses.
- Quick Adoption.** Faculty has the option of using a quick adopt form during adoptions. This form is intended for use by adopters who know the exact ISBNs that they wish to adopt.
- Advanced Adoptions.** Advanced Adoption primarily is intended for users who need to submit multiple adoptions for several departments, or who manage adoptions for several instructors. It allows more flexibility in creating multiple courses and managing a larger book list. Advanced Adoption is comprised of three steps: Creating a Course List, Finding Course Materials, and Creating/Submitting an Adoption.