Textbook Adoption

A step-by-step guide to submitting Textbook Orders
Step 1: go to https://utvolshop.com/
Step 2: Using your mouse, click on the link (grey bar near top of page) – and from the drop-down menu select Faculty Adoption
Step 3: Enter your email address and then click the **GET STARTED** button.
Step 4: Enter your information then click the button.
Step 5: Check your email for a message containing a link that allows you to access the site as faculty/coordinator.

**IMPORTANT NOTE**: Confirmation emails typically arrive within 1-2 minutes. **ALSO TO NOTE**: If confirmation doesn’t arrive within a few minutes, check your spam/junk folder.
Step 6: Use Your Personalized Link from the email (see step above) to get back to the site. You are now logged in.
Step 7: Click on the **Click to Find and Self-Assign** link
Step 8: A pop-up menu will ask for you to select Term, Dept. & Course from the drop-down menus.
Step 9: Once Term, Dept. and Course are selected click the button
Step 10: You will then be prompted to select the section your teaching by clicking on the appropriate box or by choosing Select All. After selecting your section(s) click
Step 11: Next you will be asked to answer the following questions for your course: (see graphic below) click what is appropriate and you will automatically be taken to the next screen.
Step 12: If you chose to add materials to your course, there are a few ways to do so. Let’s choose to: Add New Materials by clicking on the link below.

Note: You can also choose to add a title manually by clicking add at the bottom or can copy and adoption from a previous term by selecting the Term, Dept/Course#, and Instructor then simply choose reuse all materials.
Step 13: You can search via the search bar for ISBN, Author or Title of the course material you are interested in and hit the <enter> button or you can add the material manually by clicking the Add button below.
Step 14: Not sure what book you want to use? Just type in a generic search term and you will be given many options to choose from. Otherwise, just type in the ISBN to select your material.
Step 15: Once you selected your book, you will be given an option to view details of the title.
Step 16: After determining this is the correct title you want for your class, click the add book button.
Step 17: You will be asked to answer the following questions. Note: slide the bar to the right if interested in Inclusive Access. Once finished please click Apply.
Step 18: You will now be asked to Review & Submit your adoption. Please note any additional details and enter the estimated enrollment. Click Submit Adoptions once finished.
Step 19: You will be automatically taken back to the main page. You can see that the course is now completed and confirmed for the Specific Term you chose.