

Textbook Adoption

A step-by-step guide to submitting **Textbook Orders**



Step 1: go to <https://utvolshop.com/>



[Login](#) [Your Account](#)

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OFFICIAL CAMPUS STORE OF THE UNIVERSITY OF TENNESSEE

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Step 2: Using your mouse, click on the

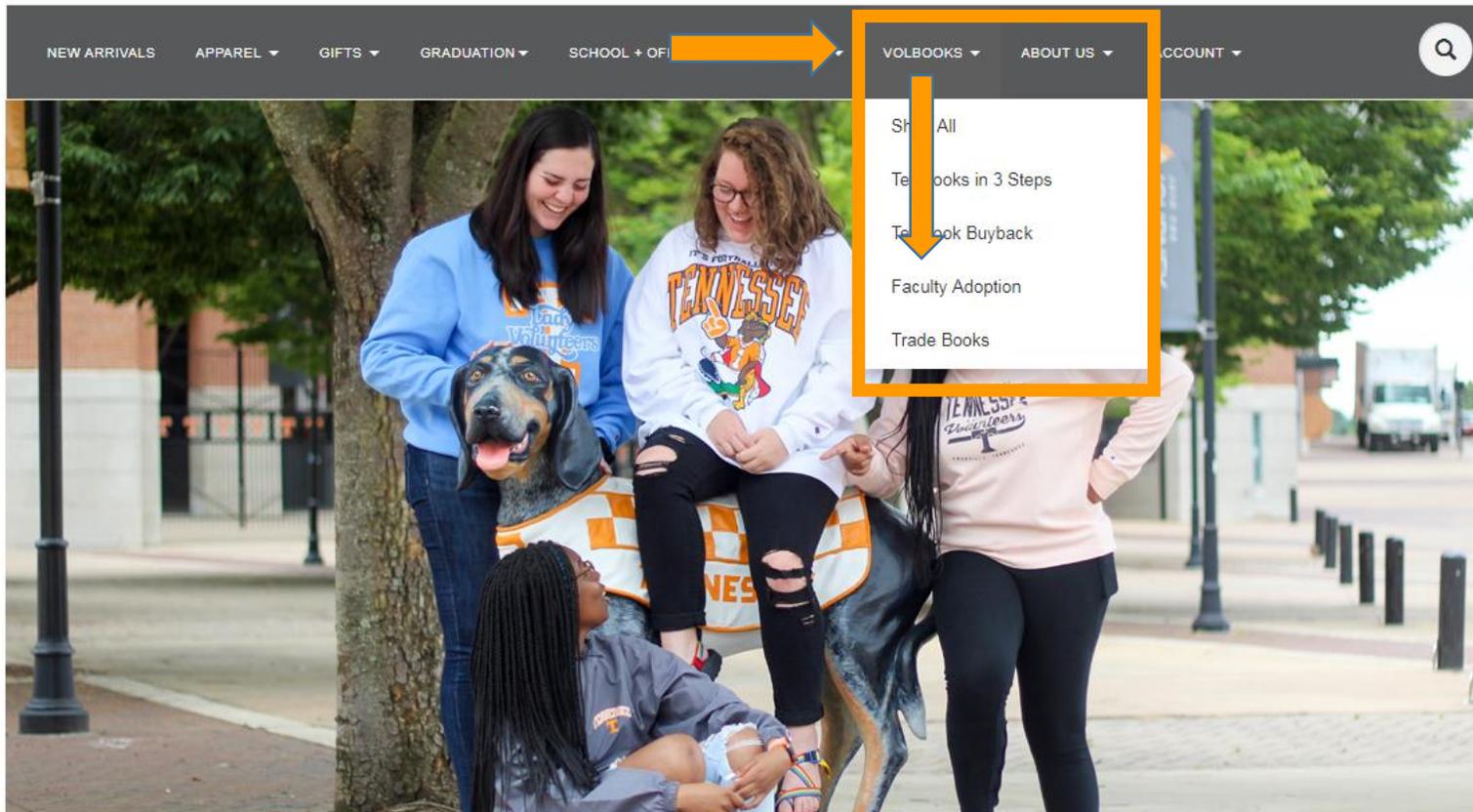
VOLBOOKS ▾

link (grey bar near top of page) – and from the drop-down menu select
Faculty Adoption

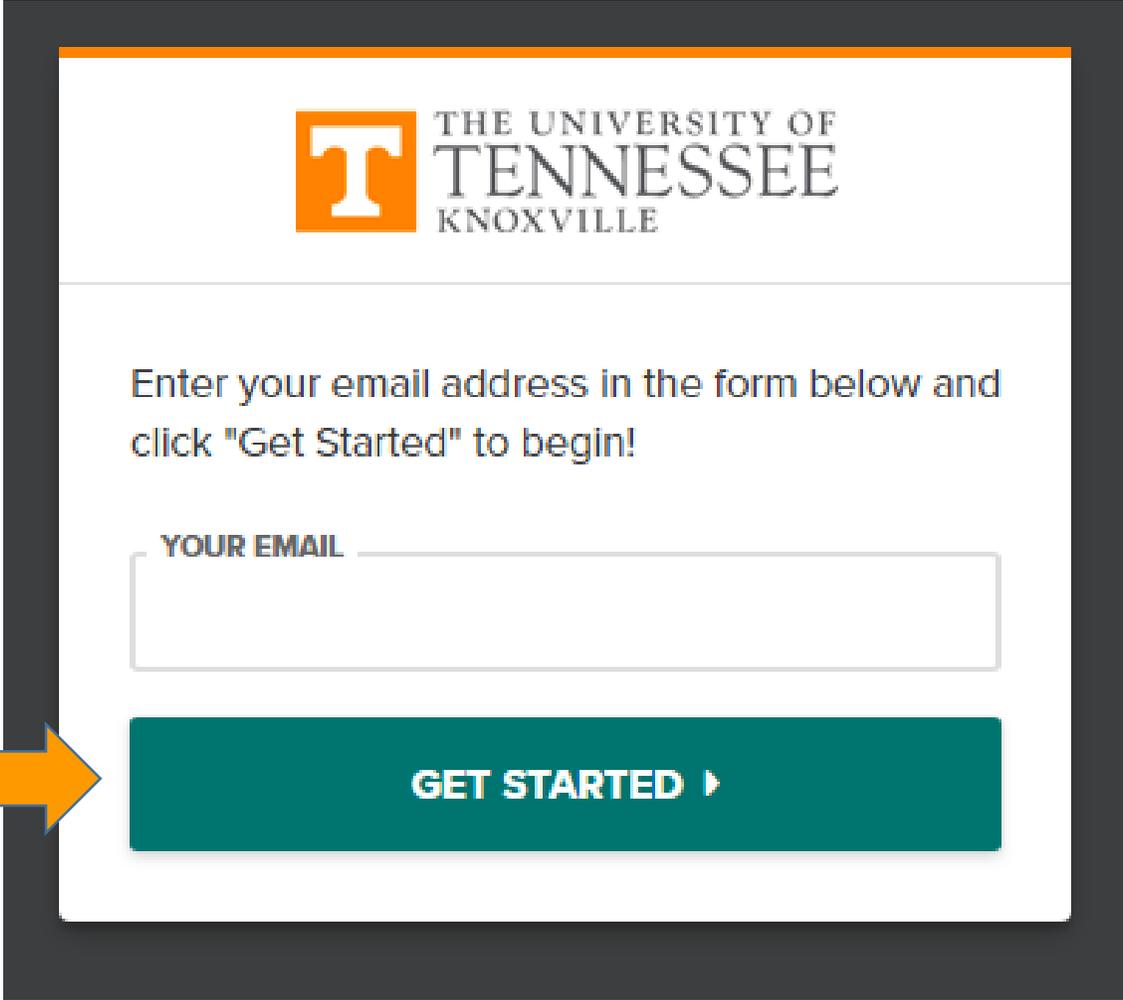


Login Your Account

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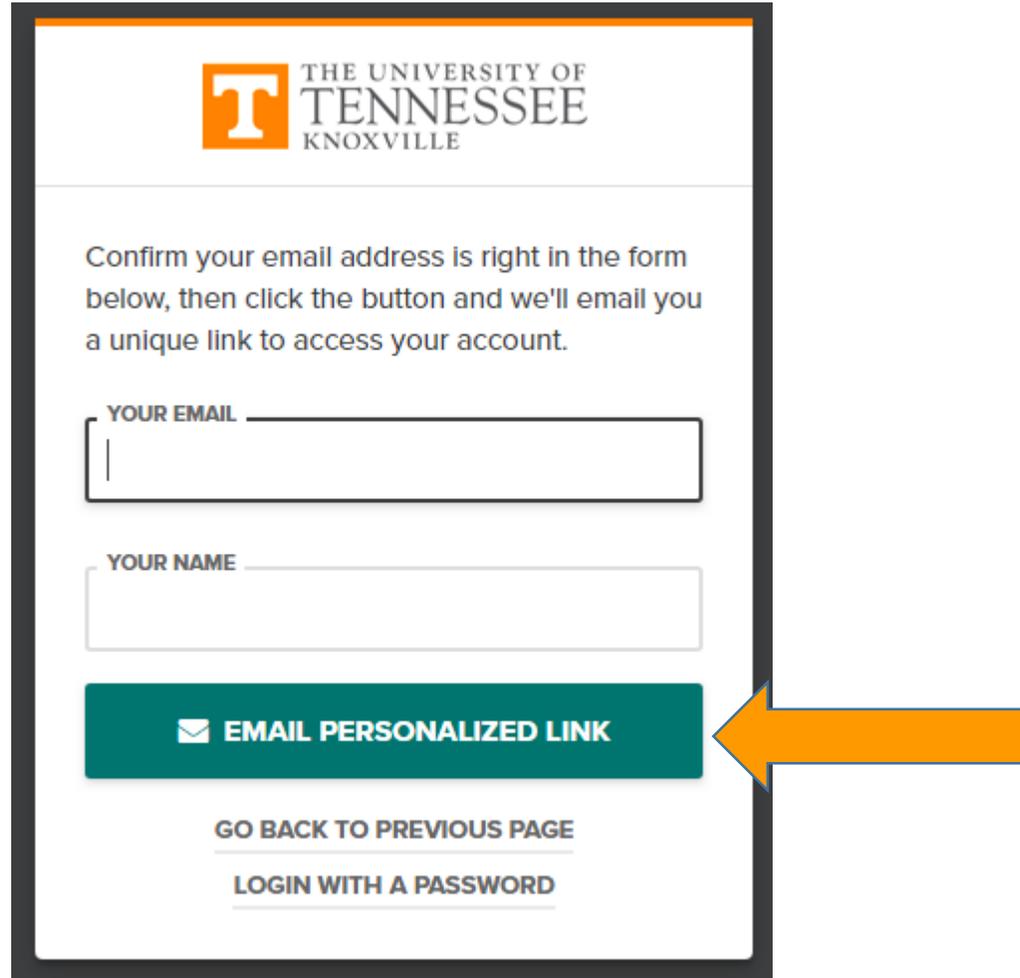


Step 3: Enter your email address
and then click the  button.



The screenshot shows a registration form for The University of Tennessee Knoxville. At the top left is the university's logo, which consists of an orange square containing a white 'T' with a stylized figure inside, followed by the text 'THE UNIVERSITY OF TENNESSEE KNOXVILLE'. Below the logo, the text reads 'Enter your email address in the form below and click "Get Started" to begin!'. Underneath this text is a text input field with the placeholder text 'YOUR EMAIL'. Below the input field is a large, dark teal button with the text 'GET STARTED' and a white right-pointing arrow. A large orange arrow points from the left side of the image towards the 'GET STARTED' button.

Step 4: Enter your information then click the button.



 THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

Confirm your email address is right in the form below, then click the button and we'll email you a unique link to access your account.

YOUR EMAIL

YOUR NAME

[GO BACK TO PREVIOUS PAGE](#)

[LOGIN WITH A PASSWORD](#)

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.

Hello,

Here is the account access information you requested.

The bookstore allows you to log in using the personalized login link displayed below. Just save this email and you'll be able to log in as many times as you need to.

=====
Your Personalized Link
=====

https://utk.verbacollect.com/?uhc=3_9js11uUKNbhZqToG6D

=====
Or Create A Password
=====

You may also create/reset the password for your account if you prefer:
<https://utk.verbacollect.com/users/reset?hc=c8crE2LzEhomXzSgjHNm>

=====
Reminders & Information
=====

Deadline for Textbook Orders
Summer Deadline: February 1st
Fall Deadline: February 15th
Spring Deadline: September 15th



Step 6: Use Your Personalized Link from the email (see step above) to get back to the site. You are now logged in.

T THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

Help ▾ Log Out

Open courses (0)

Don't See Your Course?

+

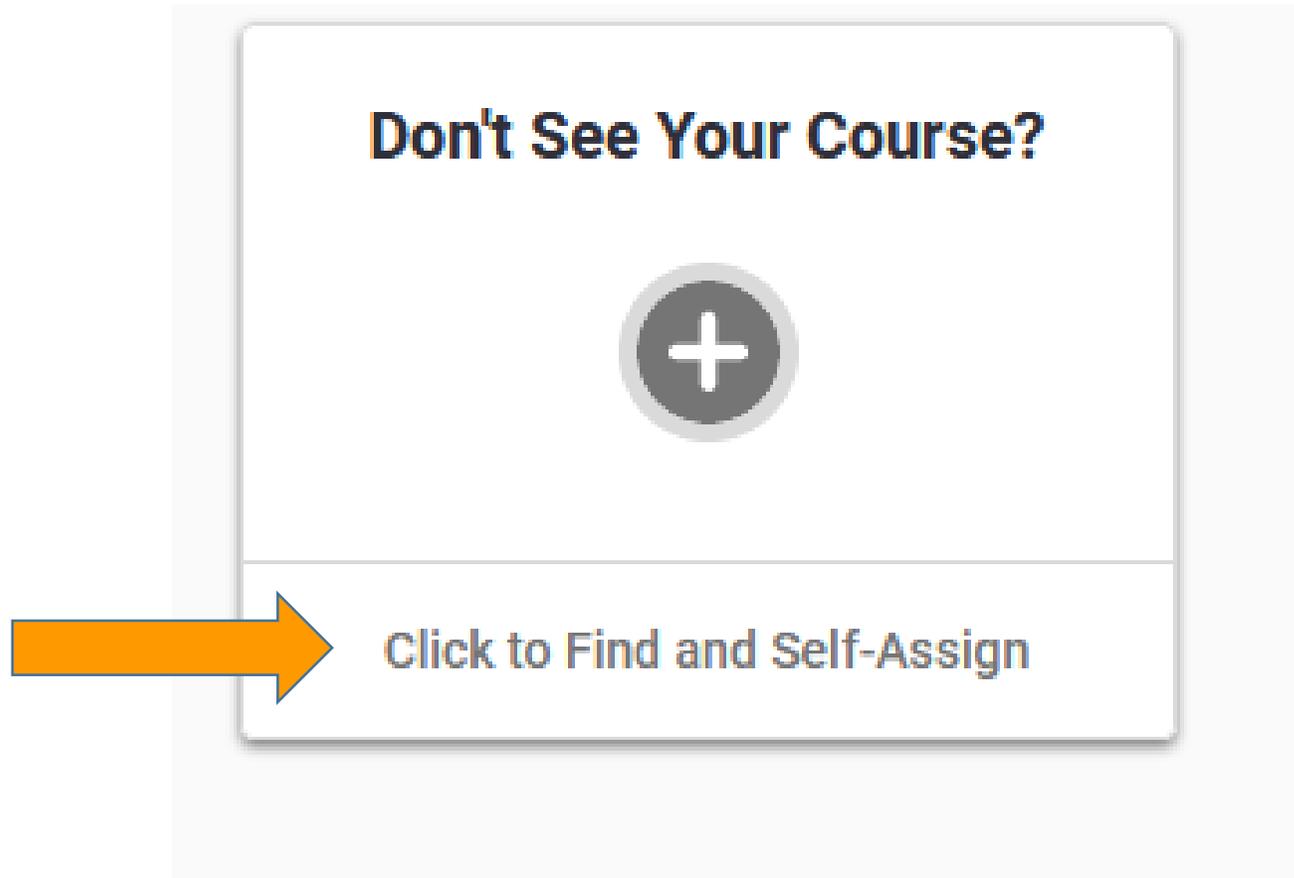
Click to Find and Self-Assign

Completed courses (0)

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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

The screenshot shows the University of Tennessee Knoxville course selection interface. The main page has a header with the university logo and a 'Help' link. Below the header, there are sections for 'Open courses (0)' and 'Completed courses (0)'. In the 'Open courses' section, there is a 'Don't See Your Course?' button with a plus sign and a 'Click to Find and Self-Assign' link. A pop-up menu titled 'Don't see your course?' is open on the right side of the screen. This menu contains three drop-down menus: 'Term' (with 'Select A Term' selected), 'Department' (with 'Select A Department' selected), and 'Course' (with 'Select A Course' selected). Three orange arrows point to these drop-down menus. At the bottom of the pop-up menu, there is a 'Next >' button. The footer of the page reads '© 2019 Verba | VitalSource'.

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TENNESSEE
KNOXVILLE

Help

Open courses (0)

Don't See Your Course?

+

Click to Find and Self-Assign

Completed courses (0)

Don't see your course?

Term

Select A Term

Department

Select A Department

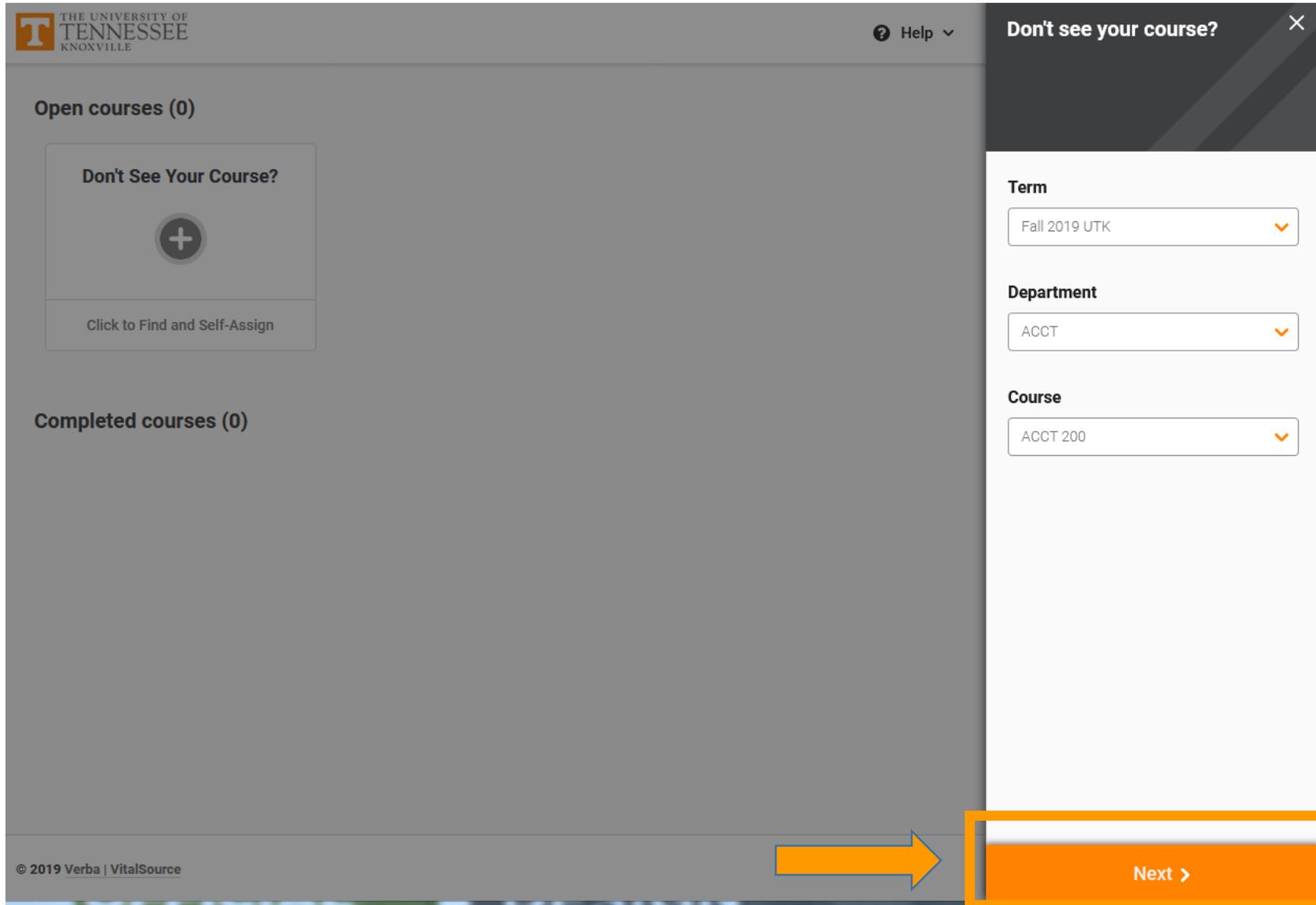
Course

Select A Course

Next >

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Step 9: Once Term, Dept. and Course are selected click the button



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Help

Open courses (0)

Don't See Your Course?

+

Click to Find and Self-Assign

Completed courses (0)

Don't see your course?

Term

Fall 2019 UTK

Department

ACCT

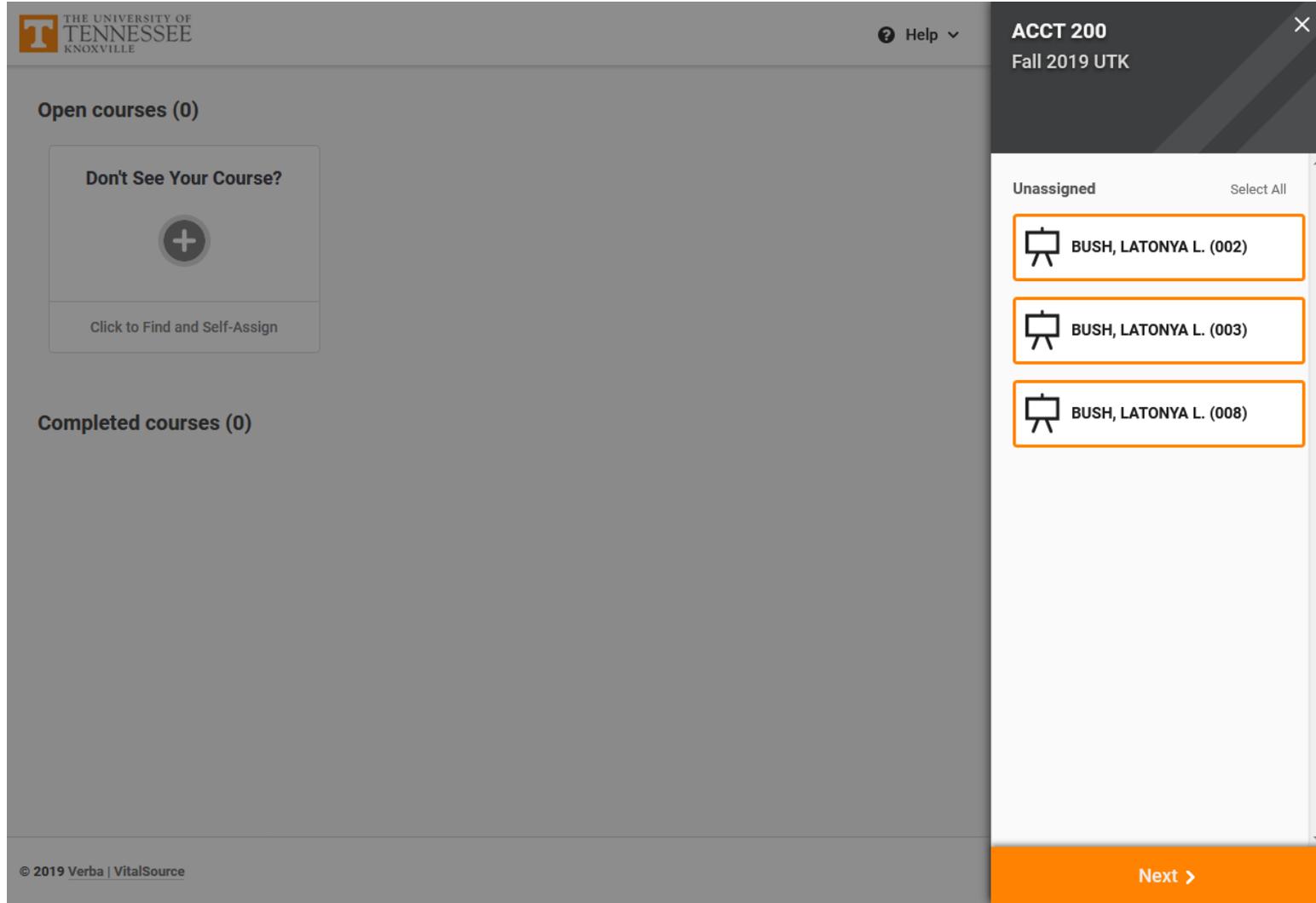
Course

ACCT 200

Next >

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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 



The screenshot shows the user interface for selecting a teaching section for the course ACCT 200, Fall 2019 UTK. The main area is dimmed, showing "Open courses (0)" and "Completed courses (0)". A "Don't See Your Course?" button with a plus icon and the text "Click to Find and Self-Assign" is visible. On the right, a sidebar for "ACCT 200 Fall 2019 UTK" displays a list of sections under the heading "Unassigned". Three sections are listed, each with a monitor icon and the text "BUSH, LATONYA L. (002)", "BUSH, LATONYA L. (003)", and "BUSH, LATONYA L. (008)". A "Select All" link is at the top right of the list. An orange "Next >" button is at the bottom of the sidebar. The University of Tennessee Knoxville logo and a "Help" dropdown are in the top left. A copyright notice "© 2019 Verba | VitalSource" is in the bottom left.

Step 1 1: 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.

The screenshot displays a web interface for course management. At the top left is the logo for The University of Tennessee Knoxville. In the top right corner, there is a 'Help' icon and a dropdown arrow, and a course header for 'ACCT 200 Fall 2019 UTK' with a close button. The main content area is divided into two sections: 'Open courses (0)' and 'Completed courses (0)'. Under 'Open courses (0)', there is a box titled 'Don't See Your Course?' containing a plus sign icon and a button labeled 'Click to Find and Self-Assign'. The right-hand sidebar contains a question: 'Do you need to add text or materials?'. Below this question are three radio button options: 'Yes, I need to add text or materials', 'No text or materials are required', and 'No, this section isn't offered'. At the bottom of the sidebar is a '< Previous' button. The footer of the page reads '© 2019 Verba | VitalSource'.

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.

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Help Log Out Review and Submit

ACCT 200
Fall 2019 UTK
Bush, Latonya L. (002), Bush, Latonya L. (003), Bush, Latonya L. (008)

Copy Another Adoption **Add New Materials** Add Manually

Previously Adopted Text and Materials

Filter All Sections Summer 2019 UTK ACCT 200 Hart, Ingrid (001)

No results for the selected section.
Do you need to search for or add a book/material manually?

Search Add Manually

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 your interested and hit the <enter> button or you can add the material manually by clicking the add button below.

THE UNIVERSITY OF TENNESSEE KNOXVILLE Help Log Out Review and Submit

ACCT 200
Fall 2019 UTK
Bush, Latonya L. (002), Bush, Latonya L. (003), Bush, Latonya L. (008)

Copy Another Adoption **Add New Materials** Add Manually

Looking for something specific?

Search by ISBN, Author or Title

No results for this search.
Do you need to add a book or material manually?

Add
Manually

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.

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Help Log Out Review and Submit

Copy Another Adoption Add New Materials Add Manually

Looking for something specific?

accounting

Results for "accounting"

Filter Only OER

 <p>31 Somewhat Expensive 12th Ed.</p> <p>Advanced Accounting Hoyle, Joe Ben, Schaefer, Thomas, ... ISBN: 9780077862220 Publisher: McGraw-Hill Education Hardcover</p>	 <p>26 Somewhat Expensive 15th Ed.</p> <p>Intermediate Accounting Kieso, Donald E., Weygandt, Jerry ... ISBN: 9781118147290 Publisher: Wiley & Sons, Incorporated, Jo... Hardcover</p>	 <p>37 Somewhat Expensive 4th Ed.</p> <p>International Accounting Doupnik, Timothy, Perera, Hector ISBN: 9780077862206 Publisher: McGraw-Hill Education Hardcover</p>	 <p>10 Expensive 8th Ed.</p> <p>Intermediate Accounting Spiceland, J. David ISBN: 9781259542848 Publisher: McGraw-Hill Higher Education Looseleaf</p>
 <p>11 Expensive 8th Ed.</p> <p>Intermediate Accounting Spiceland, J. David ISBN: 9781259546860</p>	 <p>24 Expensive 15th Ed.</p> <p>Managerial Accounting Garrison, Ray, Noreen, Eric, Brewer, ... ISBN: 9780078025631</p>	 <p>62 Somewhat Affordable 15th Ed.</p> <p>Accounting 2 BarCharts, Inc. ISBN: 9781423216315</p>	 <p>58 Somewhat Affordable 15th Ed.</p> <p>Accounting 1 BarCharts, Inc. ISBN: 9781423221500</p>

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Help Log Out Review and Submit

Copy Another Adoption Add New Materials Add Manually

Looking for something specific?

9781618530080

Results for "9781618530080"

Filter Only OER

 <p>50 Somewhat Expensive 3rd Ed.</p> <p>Financial and Managerial Acc... Easton, Peter, Halsey, Robert, McA... ISBN: 9781618530080 Publisher: Cambridge Business Publishers Hardcover</p>

Step 15: Once you selected your book, you will be given an option to view details of the title.

 THE UNIVERSITY OF TENNESSEE KNOXVILLE

Help Log Out Review and Submit

[Back To All Books](#)

Financial and Managerial Accounting for MBAs

Hard To Acquire

3rd Edition ISBN: 9781618530080 Add Book

NO IMAGE AVAILABLE

By: Easton, Peter, Halsey, Robert, McAnally, Mary Lea, Hartgra...
Publisher: Cambridge Business Publishers
Copyright: 12/31/2012
Hardcover

View In: [Google](#) | [Amazon](#)
[Compare with Similar Items](#)

 50

Print

Somewhat Expensive

This score is based off publisher, store, and marketplace pricing and availability. You can use this to compare against alternative options.

 ?

Digital

Not Available

We can't confirm this title is currently available for digital delivery. Your campus store may be able to work with their digital partner to provide digital delivery of this title.

 ?

Inclusive Access

No Price Available

We currently don't have Inclusive Access pricing for this title but your campus store may be able to work with the publisher to get one. Click for more information on student benefits.

Newer Editions

Step 16: After determining this is the correct title you want for your class click the add book button.

Add Book

The screenshot shows the library website interface for the University of Tennessee Knoxville. At the top, there is a navigation bar with the university logo, a 'Help' dropdown, a 'Log Out' button, and a 'Review and Submit' button with a notification icon. Below this is a dark header for the book 'Financial and Managerial Accounting for MBAs', which includes a 'Hard To Acquire' warning icon. A prominent orange 'Add Book' button is circled in orange. To the left of the book title is a placeholder for a book cover with the text 'NO IMAGE AVAILABLE'. Below the title, the book's details are listed: '3rd Edition', ISBN: 9781618530080, author 'By: Easton, Peter, Halsey, Robert, McAnally, Mary Lea, Hartgra...', publisher 'Cambridge Business Publishers', and copyright '12/31/2012'. The book is identified as a 'Hardcover'. Below the book details are three informational cards: 'Print Somewhat Expensive' with a score of 50, 'Digital Not Available', and 'Inclusive Access No Price Available'. At the bottom, there is a section for 'Newer Editions'.

THE UNIVERSITY OF TENNESSEE KNOXVILLE

Help Log Out Review and Submit

< Back To All Books

Financial and Managerial Accounting for MBAs

Hard To Acquire

NO IMAGE AVAILABLE

3rd Edition ISBN: 9781618530080

By: Easton, Peter, Halsey, Robert, McAnally, Mary Lea, Hartgra...
Publisher: Cambridge Business Publishers
Copyright: 12/31/2012
Hardcover

View in: [Google](#) | [Amazon](#)
[Compare with Similar Items](#)

Print
Somewhat Expensive
This score is based off publisher, store, and marketplace pricing and availability. You can use this to compare against alternative options.

Digital
Not Available
We can't confirm this title is currently available for digital delivery. Your campus store may be able to work with their digital partner to provide digital delivery of this title.

Inclusive Access
No Price Available
We currently don't have Inclusive Access pricing for this title but your campus store may be able to work with the publisher to get one. Click for more information on student benefits.

Newer Editions

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.

Item Requirements [X]

Your students could be saving an estimated 90 % off print list price with Inclusive Access.

Your adoption may be eligible to participate in the Inclusive Access program! Under Inclusive Access, every student receives access to digital course materials on the first day of class at a large discount off of list price.

Are you interested in adopting this title into Inclusive Access?

Select One [v] **Required Status ***

Select One [v] **Having reviewed my course material selections, I affirm that I am aware of the pricing for the materials submitted. ***

No [v] **I would like more information about Inclusive Access.**

Yes [v] **OK to use digital material in class.**

Yes [v] **Please request information on alternative format materials for this title.**

Cancel Apply

The image shows a 'Item Requirements' dialog box. At the top, it states that students could save 90% off the print list price with Inclusive Access. It then asks if the user is interested in adopting the title into Inclusive Access, with a toggle switch currently turned off. Below this are five dropdown menus for required status, affirming awareness of pricing, requesting more information, OK to use digital material, and requesting alternative format materials. At the bottom right, there are 'Cancel' and 'Apply' buttons. Two orange arrows point to the toggle switch and the 'Apply' button.

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.

 Help Log Out Review and Submit

ACCT 200
Fall 2019 UTK
Bush, Latonya L. (002), Bush, Latonya L. (003), Bush, Latonya L. (008)

[Back](#)

Review & Submit

Your Selections

 **Financial & Managerial Accounting**
Easton, Peter, Halsey, Robert, McAnally, Mary Lea, Hartgraves, Al...
ISBN: 9781618530080
Required

[Edit](#) | [Remove](#)

Additional Details

Estimated Enrollment *

Estimated students enrolled

Add a Note

If you'd like, you can include a note updating collaborators and course materials staff.

Add your notes here

[Submit Adoptions](#)

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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.

Open courses (0)

Don't See Your Course?



[Click to Find and Self-Assign](#)

Completed course (1)



ACCT 200
Fall 2019 UTK



 Sections Submitted **3 of 3**

University of Tennessee, Knoxville

Thank You!

