

BOOK ADOPTION ON BANNER SELF-SERVICE – QUICK STEPS

The steps below are meant to help you quickly through the book adoption process, however, some details are left out so if you experience any problems or want more information, then there is a 10 page handout with pictures available at:

<http://oit.nl.edu/documents/BookAdoptionDocumentation.pdf>)

>>>Start by logging on to Banner Web using the new portal:

1. Go to the NLU Web site home page at www.nl.edu.
2. Click on the **FACULTY & STAFF** window in the middle of the page.
3. Click on the **MY.NL.EDU – NLU PORTAL** (left-hand column under GET CONNECTED).
4. Enter your User Name and Password. (see on screen instructions if needed)
5. At the Welcome message screen – Click on the **My Services** Tab
6. At the **My Services** screen click anywhere in the sentence that starts (**This link will take you to**
...)

>>>> At the Web Services (or Banner Self-Service) Main Menu

7. Click **Faculty**.
8. Click **Term Selection**.
9. Click **Book Adoption. (last choice in the Faculty Services Menu)**
10. You will see a list of your courses .. Select the first course that you want to process and click **Adopt Books** at the bottom of the screen.
11. Follow the steps on the screen and click **Submit** when finished.

Please note the following about using the Book Adoption form:

- If you want to adopt another text for this course or adopt a text for another course, click on **Return to Previous** and start again.
- If you are adopting a text for a course, then ALL the blanks must be filled in except for the comment line -- that's optional.
- If a course does not require a text, then check the **No Books Required** box on the order form. If you don't do this the bookstore staff will just think that you didn't place an order.

12. Exit Banner when you are finished.

Questions on these instructions? Please contact Colette Currie (ccurrie@nl.edu)
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