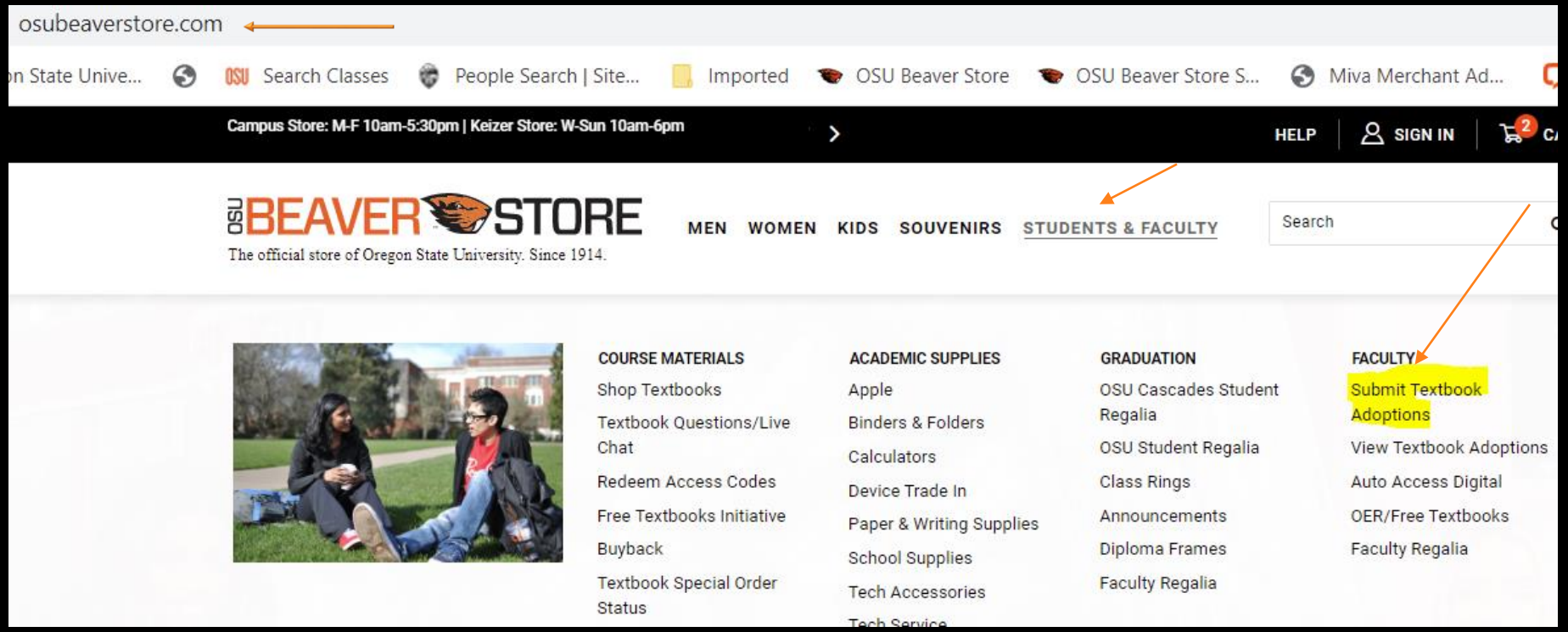
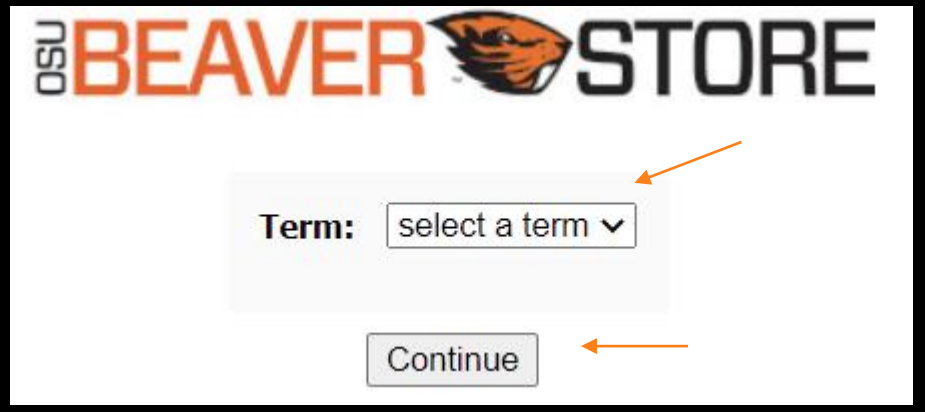
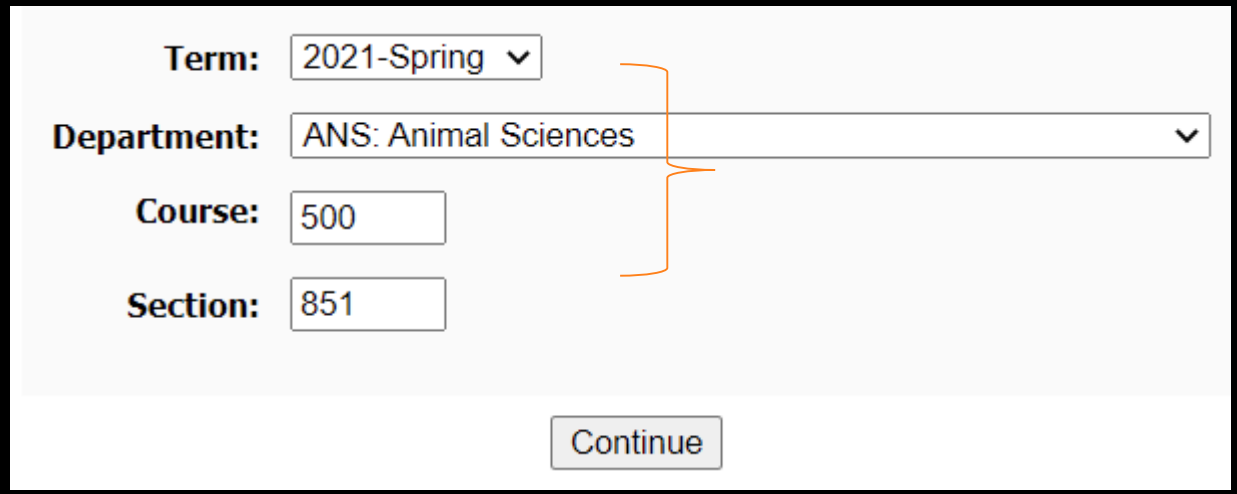
# Step 1




OSU Beaver Store website…new look…same address.
Same address for the website but the faculty adoption submission page has changed to: https://beavs.osubeaverstore.com/adoptions/

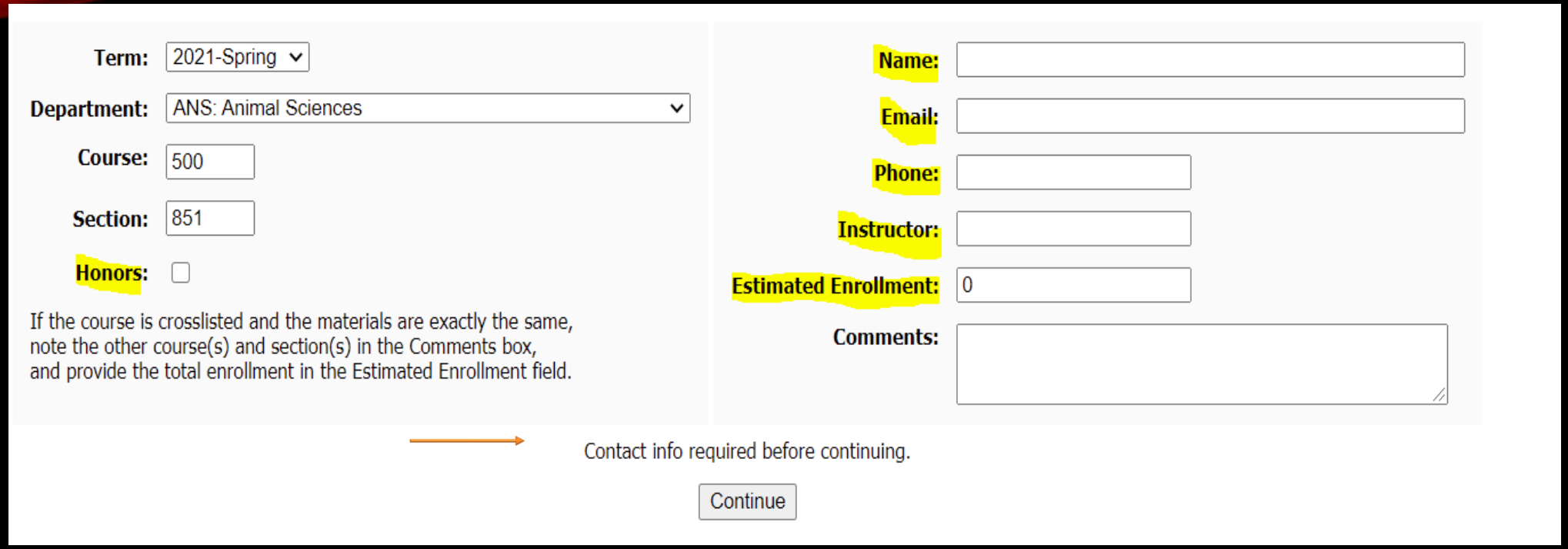
# Steps 2, 3 & 4!





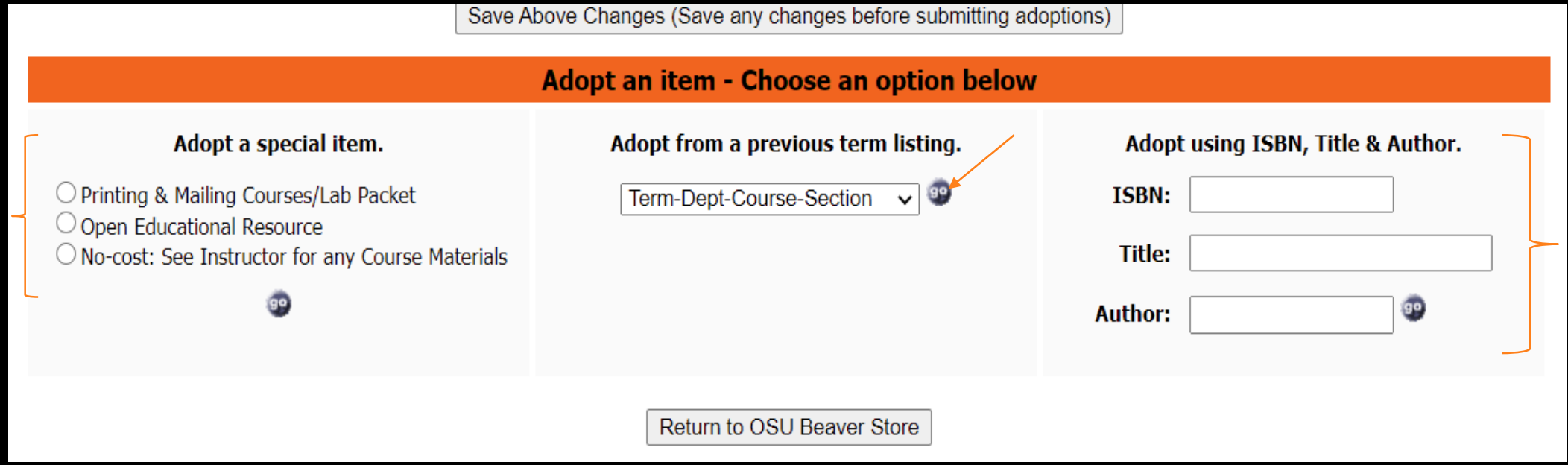

Some quick entry pages will get the submitter to the point of recording what course materials are necessary – or not – for the course/term.

# Step 5



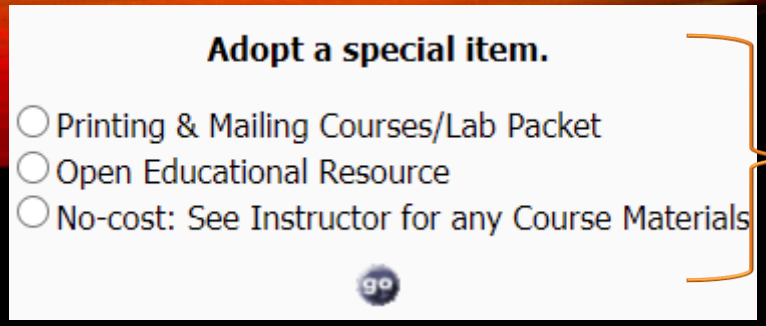

The submitter will enter contact info for the session.
Click "**Honors**" box if course is listed through Honors College. Adoption will automatically be designated.
"**Comments**" box can be used to pass along specific info the submitter thinks relevant for Beaver Store.

# Step 6




Adopting an item(s) is easy. There are 3 categories for entry:

- **Adopt a Special Item**
- **Adopt from Previous Term**
- **Adopt using ISBN, Title & Author**



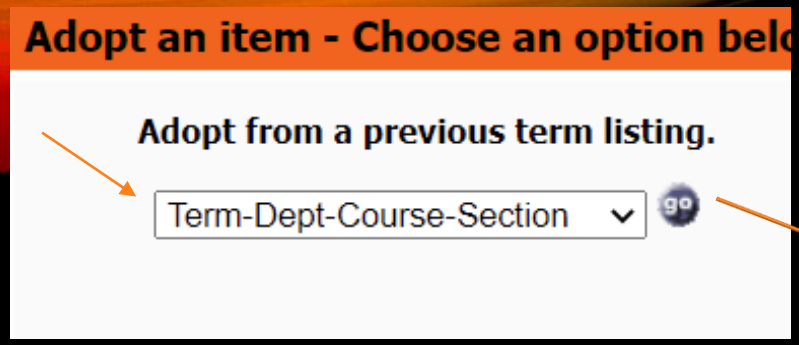

**ADOPTIONS**

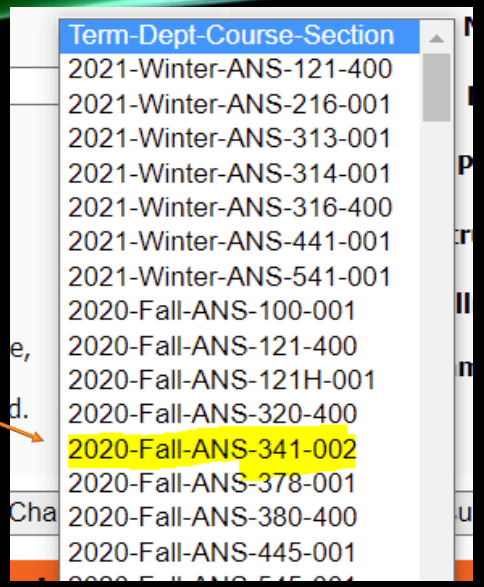
| Action | Status | ISBN/SKU | Author | Title | Ed. | Publisher | Options |
|---|---|---|---|---|---|---|---|
| Remove / Update | Unsubmitted | 19729787 | STAFF | COURSE/LAB PACKET (PRICE TO BE DETERMINED) | | | Required |
| Remove / Update | Unsubmitted | 19734545 | STAFF | OPEN EDUCATION RESOURCE - NO COST - Availability noted in course Canvas page | | | Required |
| Remove / Update | Unsubmitted | 19707174 | STAFF | SEE CANVAS AND/OR INSTRUCTOR FOR COURSE MATERIALS | | | Required |

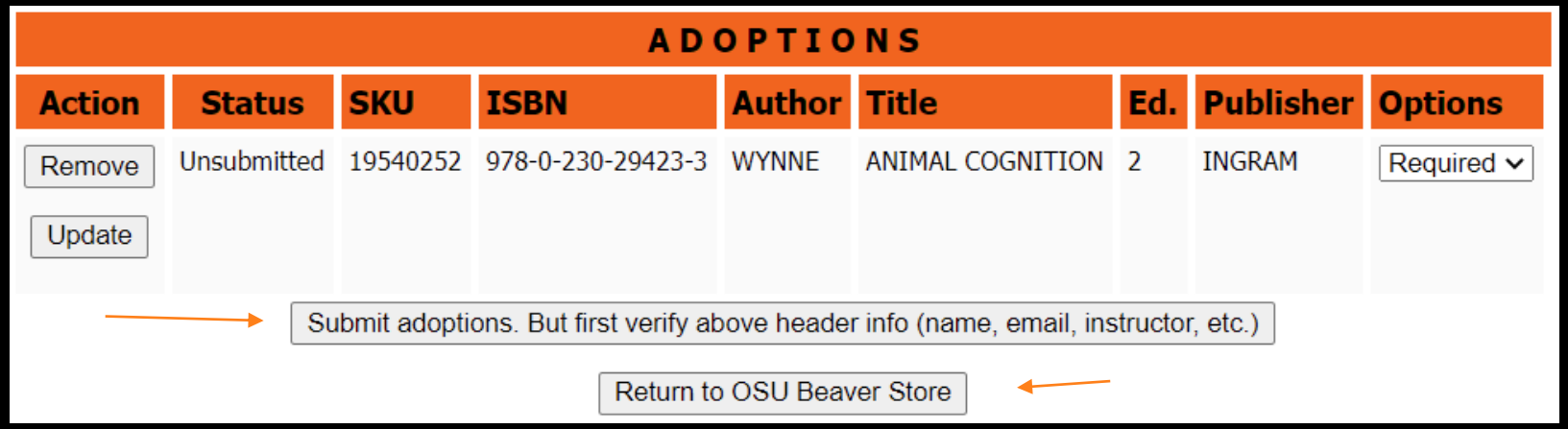
Submit Adoptions

Here is an example of using "**Adopt a Special Item**". Depending on what is selected, once you click "**go**" the system populates the appropriate identifier.
Clicking "**Submit adoptions…**" sends the adoption to the Beaver Store.

Clicking "**Return to OSU Beaver Store**" does not submit adoption info. Only use this choice when you do not want to submit anything at that time.

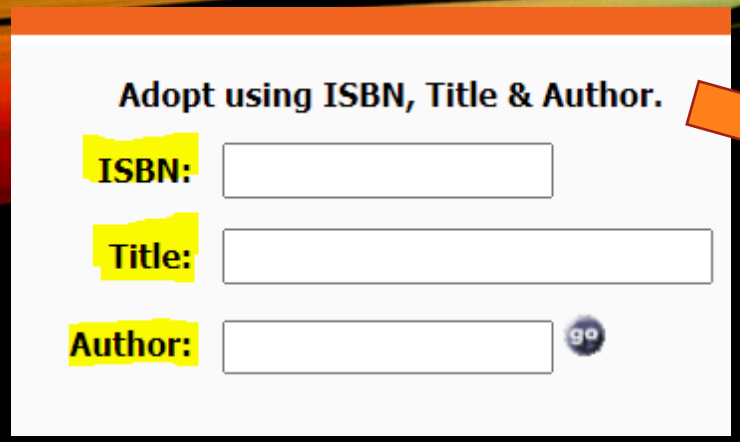


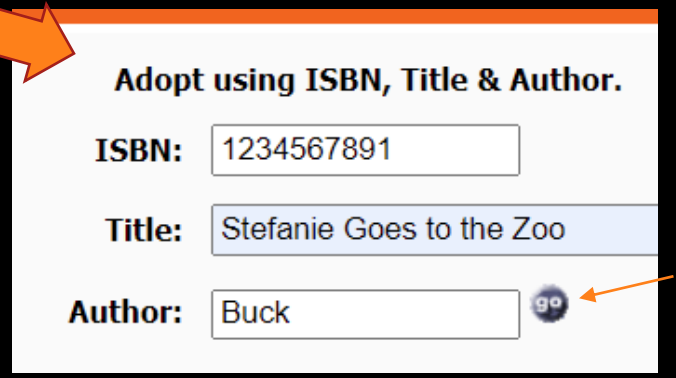




Here is an example using the "**Adopt from a previous term…**" Once this particular term is selected and "**go**" is clicked the system will populate what was on the previous term adoption.
Clicking "**Submit adoptions…**" sends the adoption to the Beaver Store.

Clicking "**Return to OSU Beaver Store**" does not submit adoption info. Only use this choice when you do not want to submit anything at that time.



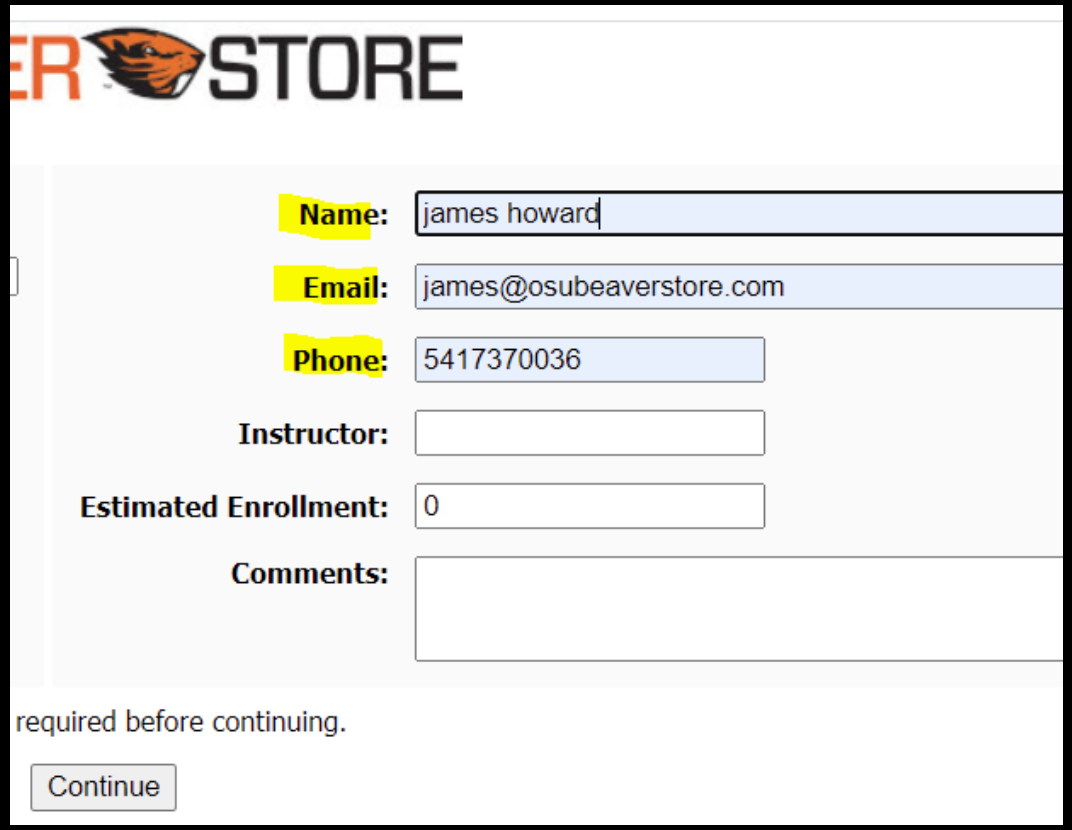



Lastly an item can be entered just using the ISBN / Title / Author information. Click "go" and the item you entered shows up on the adoption record. All 3 fields must be filled.
Clicking "**Submit adoptions…"** sends the adoption to the Beaver Store.

Clicking "**Return to OSU Beaver Store**" does not submit adoption info. Only use this choice when you do not want to submit anything at that time.

# Step 7: Ready for more!

Once the adoption is submitted the system resets with the term and department originally selected so only the next course/section to be adopted needs to be entered




Your contact info will appear once you enter the first few letters of your name. Then only the instructor and enrollment number needs to be entered. Then the 3 categories for entry appear again.

# It is just that easy!

The Beaver Store course materials staff is here to help.
Questions with adoptions process or submitted adoptions you can reach out to:
-Email requistions@osubeaverstore.com
- Chat line https://osubeaverstore.com/textbook-questions-live-chat.html