

Ordering textbooks on CUNYfirst

1. Go to Self Service, then to your Faculty Center
2. Select "My Textbooks."
3. Check to see that you have selected the correct term: if not, click on the "change term" button.
4. If there are no textbooks to be assigned, check the "No textbooks" box
5. If you wish to use the same textbooks as you have ordered (in CUNYfirst) for a previous section, click the "copy textbooks" and when you find the section, click on the "select class" button.
6. Identify the Course Material Type (book, etc.), Status (Recommended, Required).
7. Enter the Title, Author, ISBN, Publisher, Edition, Year. You may use the Search feature. Or you may simply copy and paste from any file or Web source.
8. You must enter a price: however, the Bookstore will enter its own price when ordering the book.
9. When you have filled in the fields, check off the Textbook entry complete button.
10. If you wish to assign another textbook to your section, click on the plus sign.
11. MOST IMPORTANT – DON'T FORGET: When you have finished, click on the SAVE button on the bottom of the page!

Main Menu > Self Service >

Faculty Center

Use the Faculty center to manage all your class related activities.

My Schedule View your class and exam schedules.	Class Roster View your class rosters.	Grade Roster Assign grades a
Verification Attendance Roster Verification of Attendance Rosters	My Textbooks Enter textbook data for my classes.	

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster | verification of attendance rosters | my textbooks

Faculty Center

my textbooks

2013 Spring Term | Lehman College [change term](#)

my textbooks Find | View 1 First 1-6 of 6 Last

LSP 350 HONORS SEMINAR (class# 15193 - sect# H03W)

Textbook Assignment Status Pending Textbook entry complete

No textbooks assigned to class [copy textbooks](#)

textbook details

Find First 1 of 1 Last

*Course Material Type Status

Title Price

Author ISBN Currency Code

Publisher Edition Year Published

Course Material Notes

[return](#) [save](#)