



IMPORTANT INFORMATION FOR FACULTY

from the ECU Dowdy Student Stores!

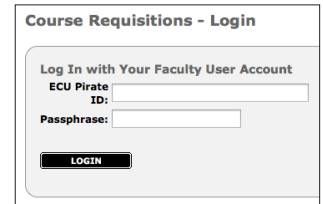


How to Submit your Textbook Requisitions Online



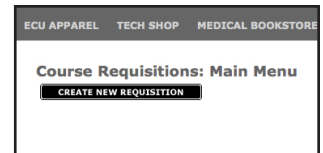
Go to www.studentstores.ecu.edu, select **Faculty & Staff Info**.

Look for “Online Book Requisitions” and then click on the “Faculty Course Requisition Login” link.



Login using your **ECU Pirate ID and Passphrase**.

ECU ITCS offers an online Passphrase maintenance system that can reset your Passphrase automatically. Go to: pirateid.ecu.edu for passphrase reset if needed. We encourage faculty to reset their Passphrase if they are experiencing difficulty logging into our site.

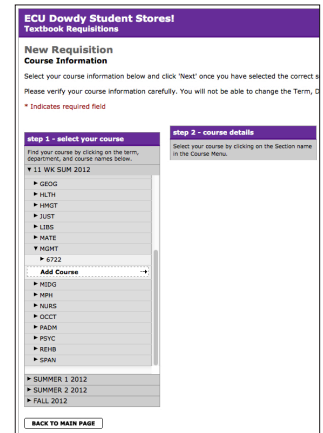


Select **CREATE NEW REQUISITION**



Select your term. Select department/course number/section.

Please verify your course information carefully. **You will not be able to change the Term, Department, Course, or Section once you submit this page.**



Enter your estimated enrollment and contact information

(*indicates required fields). Enter your contact information, then click **NEXT**



Use the following options to enter your book information:

- ▶ Search by: **13 DIGITS**

SEARCH

ONCE THE CORRECT TITLE APPEARS CLICK:

“Select this title”

- ▶ Use the **SEARCH OTHER COURSE** button to...
- ▶ Add books used in your courses in previous semesters
- ▶ Add books used in another professor’s courses in previous semesters
- ▶ Add books being used in other courses during this semester
- ▶ Click the **“No Books Are Required”** button if no textbooks are required for the course. (very important!)

Ronald E. Dowdy

STUDENT STORES

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You can enter your book information manually at left side of the screen.

- ▶ Select the pull down under Status to indicate if your book is REQUIRED, OPTIONAL ETC.
- ▶ Enter the 13 digit ISBN that begins with 978.
- ▶ Please include any important book notes under the additional notes section.

* Status:

Additional Notes:

- ▶ Click on **ADD THIS TITLE**



Select **REVIEW REQUISITION to preview the information** that you have entered on your online requisition.



Select **SUBMIT REQUISITION after you have reviewed your order** and it is ready to be sent to Dowdy Student Stores. **Your requisition will not be sent to the bookstore until you click “SUBMIT REQUISITION.”**



You will receive a confirmation page that you may print. An email copy will be sent to the email address you entered as well. You have now successfully submitted your online textbook requisition!

Watch your ECU email for important deadlines to submit textbook requisitions each term, typically in October for spring semester and February for summer and fall terms. It is critical that you meet these due dates as ECU must report each semester to the State the percentage of our faculty who meet the deadlines.

Questions? Always feel free to call our textbook manager, 252.328.6731.

The ECU Dowdy Student Stores are the ONLY bookstores owned and operated by the university. We are located on campus the main bookstore inside the Wright Building and a medical bookstore in Brody 1S-04. Visit our online store at www.studentstores.ecu.edu anytime!

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