

# 10 EASY STEPS TO...

## Enter Textbooks

1. Select "HR/Campus Solutions"
2. Select "CUNY"
3. Select "Campus Solutions"
4. Select "CS Extensions"
5. Select "CUNY Textbook Data"
6. Search for Classes
  - a. Academic Institution: NYT01
  - b. Term: 1136 (Summer 2013)
  - c. Subject Area: Area of Study Abbreviation (ARCH, ADV, CET, etc.)
7. Select TEXTBOOK Icon
8. Enter Textbook Data\*
  - a. Manually enter:
    - i. Title
    - ii. Author
    - iii. ISBN
    - iv. Price
  - b. Search and save
9. Select "Textbook Entry Complete"
10. Select "Apply"

\*In order to copy textbook information from one course to another, please see "10 Easy Steps to Copy Textbooks"