
PLEASE ENTER COURSE MATERIALS FOR WINTERSESSION AND SPRING 2025 -requested due date 11/15/2024; bcc'd to all faculty book, liaisons, administrators/dean/provost offices

From Pamela Brown <PAMELA.BROWN00@citytech.cuny.edu>

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Dear Colleagues;

Thanks to all who have already entered text book information for winter session and spring 2025. This is a friendly reminder to do so by next Friday, November 15, 2024.

Faculty and departmental book liaisons can now log into the City Tech online bookstore at citytech.textbookx.com using their CUNYfirst account and password (firstname.lastname##@login.citytech.cuny.edu). Alternatively, the online bookstore is accessible through Brightspace - a single sign-on for faculty members because you would already be logged into Brightspace. Entering course materials by November 15 is greatly appreciated and helps to assure textbooks will be available for the start of the spring 2025 semester and winter session.

Some departments have a book liaison enter course materials needs and others ask each faculty member to do so. For the latter case, once logged in, you will only see the courses you are assigned to teach, and you can then indicate which course materials students will need for the course. You will also be able to specify if you are using OER materials, course packs, or other non-textbook materials. Entering course material needs into the online bookstore notifies the bookstore of course material requirements, and informs registering students of required course materials (course material information is stored in CUNYfirst), meeting federal course material disclosure requirements. The same information is required of the book liaisons.

The decision whether individual instructors enter course material information, or a book liaison does, is a departmental decision. If you are not sure, please reach out to your department. Please note that if you have not yet been assigned sections in CUNYfirst for winter session or spring 2025, you may receive an error message that your log in was unsuccessful if you try to log in.

The timetable follows:

10/31/24: Faculty email reminder goes out letting faculty know to log in and start making adoptions.

10/31 – 11/15: Faculty/book liaisons log in and make adoptions.

11/6 (Wed.): 11am – 12 pm/ Akademos sponsors an optional 1-hour faculty/book liaison training session via zoom- a walkthrough of the platform and Q and A:

<https://vitalsource.zoom.us/j/4473150673>

11/15: Adoptions due date for Winter and Spring 2025 courses to assure availability

12/1/24: Online bookstore open date for students to begin making purchases.

Faculty and staff questions? [watch help videos.](#)

Resources for Students

Need Help? Visit: citytech.textbookx.com/help

- [Track](#): Check on the delivery status of your order
- [Returns](#): Need to return a book? Begin the return process here
- [Sell Page](#): Learn how to post used textbooks for sale on the marketplace
- [FAQ](#): Other questions? Visit the FAQ page or watch these [Help Videos](#)

Thank you,
Pam

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