MBS Direct Textbook Adoptions and Textbook Research

Textbook Research
Research titles and locate information on available course materials. If you know the textbook you would like to select, Go to Adopt a Book.

1. Login to the MBS Direct Service Center website: https://servicecenter.mbsdirect.net
2. Enter Username: flogin  Password: epfaculty1
3. From the Quick Links drop down menu on the right, select Faculty Center Network
4. Select Log in
5. Enter Username: 73580  Password: ui0355

Adopt a Book
Choose a textbook, course notes, or other course material from the MBS database.

1. Login to the MBS Direct Service Center website: https://servicecenter.mbsdirect.net
2. Enter Username: flogin  Password: epfaculty1
3. From the Quick Links drop down menu on the right, select Course Director.
4. Under Future Terms, select a semester (example—Spring 2010).
5. Select the site where you will be teaching (e.g., APL, SMHEC, EP online, …).
   • If teaching at more than one site, adoptions are added separately.
   • Previous term courses and adoptions are pre-populated and can be viewed by clicking under Past Terms (This only applies to faculty who have used MBS Direct previously).
6. Locate your course in the list and click on the Course ID or Course Title.
7. Click on Add Adoptions to EN.XXX.XXX.XX.
   Once on the Adoption Page you must either:
   a. Search for Adoptions by ISBN, Author, Title, Keyword, or MBS Direct Book Number.
   b. Click on the book cover to view additional information about this text (note: Course notes will also be found here using an MBS Direct Book Number).

   OR
   a. Under Non-Title Adoptions, Select a Non-Title Option in the drop down box (note: If you don’t have a textbook for your course, select No Text Required).
   b. Click on Add a Non-Title Adoption, Select ok.
   c. Review book adoption information and click on Approve (on right above book information).
8. Adopt your book
   Select the book you would like to adopt.
   a. In the drop down box to the right of Adoption is, Select Level (Required, Optional, Recommended, or Required, previous purchase).
   b. In the next drop down box, Select New or Used (note: Selecting New or Used will allow used textbooks to be sold).
   c. Click on +Add to Adoptions in right top corner for each textbook desired
   d. Review book adoption information and click on Approve (on right above book information)

Request a Title be Added to the MBS Direct Database
On the adoption page in #7 above, under Titles Under Review, Select Add a title to MBS Direct’s Catalog.

Deleting a Book Adoption from a Course
Select Remove title from list while viewing the adopted book information

Need Help?
Go to Help menu or Contact the Course Director Help Desk:
E-mail: CourseDirector@mbsDirect.net  Phone: 1-888-886-0773
Monday–Friday, 8:00 a.m.–7:00 p.m.