



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: **uio355**

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.