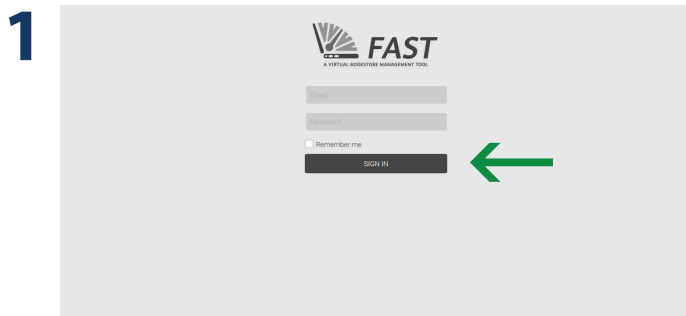
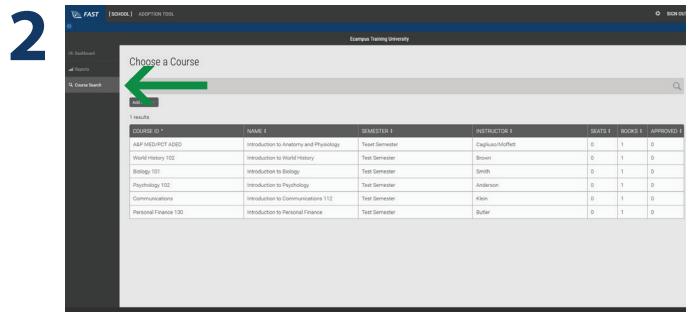


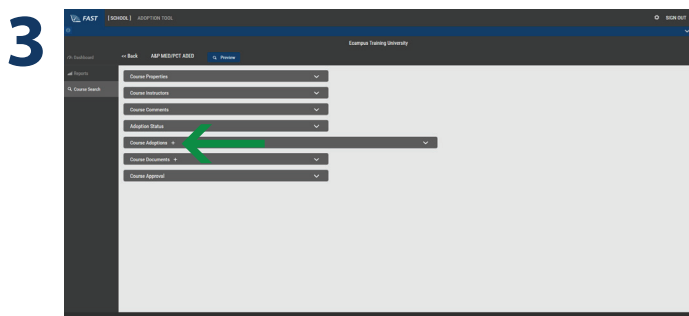
How to Add Adoptions to your *Virtual Bookstore*



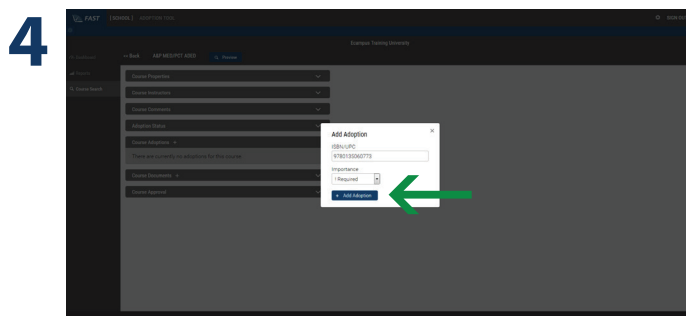
Go to www.ecampus.com/fast
Log in to FAST by entering your email address and password.



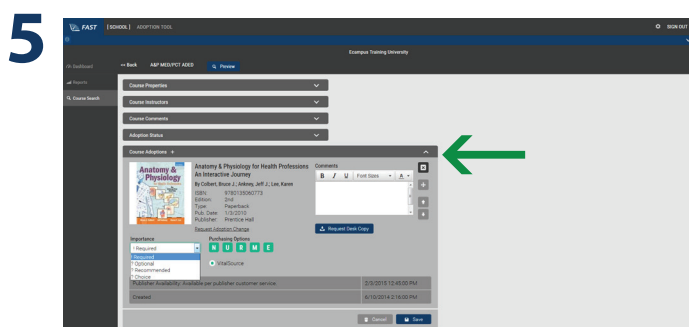
Click **Course Search**, and select the course you wish to edit.
You may also use the search bar to locate a specific course or click **Add Filter** to narrow your results.



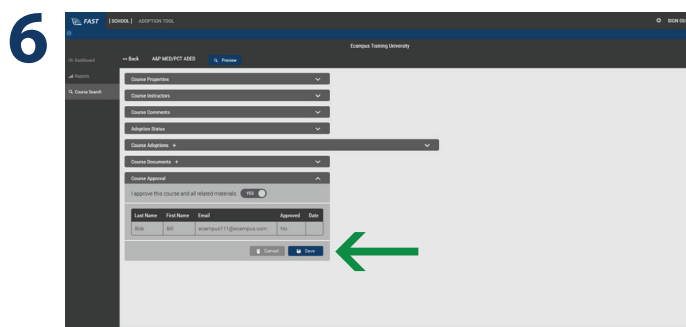
To add a textbook, click the plus sign (+) next to **Course Adoptions**.



Enter the ISBN into the **ISBN/UPC** box, select an **Importance** status, and click **Add Adoption**.



To view items currently listed for a course, click the **Course Adoptions** dropdown arrow. From here you may update each item's **Importance**, request a **Desk Copy**, add an item **Comment**, re-sort your items, delete an item, and select **Purchasing Options** shown to students*. Click **Save** to confirm any edits.



To approve a course, click the **Course Approval** dropdown arrow and slide the switch beside **I approve this course...** to **YES**. Click **Save** to confirm your approval.

*N = new, U = used, R = rental, M = Marketplace, E = eBook | Green = showing for students on the Virtual Bookstore if available, White = hidden for students on the Virtual Bookstore