

## Ordering textbooks on CUNYfirst

1. Go to Self Service, then to your Faculty Center
2. Select "My Textbooks."
3. Check to see that you have selected the correct term: if not, click on the "change term" button.
4. If there are no textbooks to be assigned, check the "No textbooks" box
5. If you wish to use the same textbooks as you have ordered (in CUNYfirst) for a previous section, click the "copy textbooks" and when you find the section, click on the "select class" button.
6. Identify the Course Material Type (book, etc.), Status (Recommended, Required).
7. Enter the Title, Author, ISBN, Publisher, Edition, Year. You may use the Search feature. Or you may simply copy and paste from any file or Web source.
8. You must enter a price: however, the Bookstore will enter its own price when ordering the book.
9. When you have filled in the fields, check off the Textbook entry complete button.
10. If you wish to assign another textbook to your section, click on the plus sign.
11. **MOST IMPORTANT – DON'T FORGET:** When you have finished, click on the **SAVE** button on the bottom of the page!



Faculty Center  
my textbooks

2013 Spring Term | Lehman College  
change term



my textbooks  
LSP 350 HONORS SEMINAR (class# 15193 - sect# H03W)

Textbook Assignment Status  
 No textbooks assigned to this section  
 Pending  
 Textbook entry complete  
copy textbooks

textbook details

\*Course Material Type  Status

Title  Price

Author  ISBN  Currency Code

Publisher  Edition  Year Published

Course Material Notes

return

save