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Re-ordering Course Material

• Select the re-order option

Is This a New Order or a Re-order?

New Order

Order course materials for the upcoming term.

Re-order

Re-order course materials you've used previously.

• Find previous orders by order number, order criteria or date range

Find previous orders by order number, order criteria, or date range.



• Select course(s)

Re-Order Course Materials Select Course(s)

	t least one course below to for:"OA2108872"	continue					
	d Items: 1 I <u>Selections</u>						
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Select course and section information. •

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Online Adoption

- Submit re-order
- New Order Number Assigned
- Order Submitted Confirmation. You will also receive an order confirmation e-mail.
- Print Page (optional)
- Await approval. If you have registered with an Approver role, your edited order will automatically be approved.

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