

## How to inSite

Go to [www.venturacollege.edu](http://www.venturacollege.edu)

Click on **Faculty & Staff**

Click on **Faculty Adoptions**

**If this is your first visit to the site, you must register first.**

Click on **Register Here**

- Select **Create profile for Adopting Course Materials**
- Complete all fields with asterisk
- First Name
- Last Name
- Email Address (we recommend using your vcccd.edu email address)
- Confirm Email Address
- Password (Passwords are between six and 20 characters, without spaces, letters/numbers only, and are not case sensitive)
- Confirm Password
- Department Username (Deans and Department Chairs should distribute this information)
- Department Password (Deans and Department Chairs should distribute this information)
- Campus/Office phone number (must include area code, i.e. 805-654-1234)
- Click **Submit Faculty Registration**

You will then have the option to begin the adoption process.

**If you have already registered:**

Go to [www.venturacollege.edu](http://www.venturacollege.edu)

Click on **Faculty & Staff**

Click on **Faculty Adoptions**

At Faculty Log In, enter your email address

Enter your password (the one that you chose when you registered)

**TIP: Maximize your screen to more easily view all of the adoption options.**

Click **Guided Adoption**

- Select **Term** (usually will not have a choice)
- Select **Department** (if you need access to more than one department, please contact the bookstore)
- Select **Course** (use drop down menu, you may only select one course at a time)
- Select **Section** (use drop down menu, you may only select one section at a time)
- Instructor (will automatically fill-in)
- Do not worry about including the optional information (the bookstore receives enrollment information through Banner)
- Click **Add Course**

**Select an option to find books...see Instructions for Guided Adoption for Textbooks.**