



The UNIVERSITY of OKLAHOMA®
Office of the Senior Vice President and Provost

Dear OU Faculty,

According to my records, you are designated as an instructor for a Spring 2024 class and have not yet submitted an adoption for course materials. The preferred adoption date has elapsed, and the bookstore opens to enrolled students on Friday, December 1, 2023. To ensure that our new bookstore partner, Textbook Brokers, has enough time to source materials and prepare for the opening, please submit your adoptions as soon as possible by entering them as follows:

1. Go to <https://facultyportal.com>.
2. Login with your OUNet ID single sign on.
3. Enter your adoptions.

For instructions on how to use Faculty Portal, you can email oubookstore@textbookbrokers.com and ask for help/instructions.

Textbook Brokers desires to make this easier for you, and they understand that you may not have adopted materials because you are not requiring anything to be purchased. Even if you are not adopting materials for purchase, it is important for the process to be completed. You may also be planning to use the same materials as Fall/Spring 2023, and Textbook Brokers is providing a potentially more efficient approach. If either of these scenarios describes your situation, please email oubookstore@textbookbrokers.com and indicate the appropriate message:

- "NO MATERIALS TO ADOPT FOR [DEPT COURSE#]" or
- "SAME AS [FALL/SPRING] 2023 FOR [DEPT COURSE#]."

If you have any questions or concerns, please reach out to John Beecher, who is our OU Bookstore Manager, or his team at oubookstore@textbookbrokers.com, or let me know how I can help you. If you have recently adopted materials *for all your courses*, thank you and please excuse this additional message. You can always check your courses for missing materials and adoption status at <https://facultyportal.com>.

Best regards,

Matt Hamilton
Office of the Senior Vice President and Provost