



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

October 5, 2023

Dear OU Faculty,

If you are scheduled to teach in the Spring 2024 semester, it is *now time to submit your course material adoptions* to our new bookstore partner, Textbook Brokers, operating as [Soonerbooks.com](https://soonerbooks.com). We understand that in some cases course material adoptions may be handled by a course material coordinator, but we want every faculty member to be aware of our new partner and course adoption process. The portal is open, and the Office of the Senior Vice President and Provost requests that you submit adoptions as soon as possible, but no later than **Friday, October 27, 2023**. Submitting the information within this timeframe allows the bookstore to source your materials earlier and potentially at better prices for OU students.

The “FacultyPortal” is available by accessing [Soonerbooks.com](https://soonerbooks.com), using the upper left “Course Material” dropdown, and selecting “Adopt Course Materials.” You can also navigate directly to [FacultyPortal.com](https://facultyportal.com). Faculty and approved administrative representatives will be able to log in using OU’s Single Sign On (SSO) system to complete the adoption process.

When logging in, please enter your OU email and select “Begin.” This will then direct you to a FacultyPortal page with the SSO near the bottom. Select “Login via School” to use SSO to access FacultyPortal.

FacultyPortal has features including:

- Ability to re-adopt books from previous terms
- Robust search feature to find course materials
- Special notes to display for students or the bookstore
- Automatic reminder emails for your courses that have not been submitted
- Timestamp log for each action completed on each course
- Course schedule updates several times per week from OU Registrar’s Office

A [training video for the FacultyPortal](#) is also available at the preceding link on YouTube.

The Soonerbooks team reviews every adoption after submission. They will provide feedback or ask questions, if needed, to the instructor to ensure mutual understanding. If your department's Spring 2024 course schedule is not yet finalized, your course information may not appear correctly. Please reach out to Soonerbooks directly for assistance if you have log in challenges or your course information is incorrect.

You can contact Soonerbooks at oubookstore@textbookbrokers.com or 405-285-5600. John Beecher is our Soonerbooks store manager. Please reach out if you have any questions or issues related to accessing the adoption portal, course material options, pricing, availability, publisher information, or anything else that is course material related.

Sincerely,

Matt Hamilton
Special Assistant to the Provost