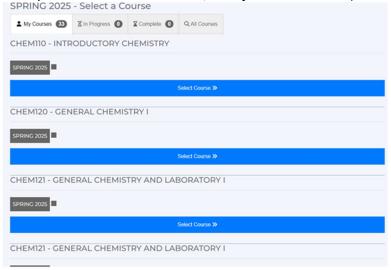# OCA Requisition System How-To

1) Use the "login button" that was sent to you, or sign in to https://shop.sfu.ca/Oca using the SFU credentials, then, select the term. If you did not receive the "login button", or find any section(s) missing after you sign in, please contact textbook@sfu.ca to add your course/section.

2) You will see a list of courses without adopted books for the upcoming term. Select a course (if you see multiple same course numbers, click just one of them).
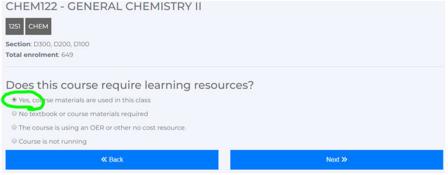

3) Please make sure that the correct section has a checkmark.

Please do not select multiple courses unless all sections are using the exact same material(s). The enrolment and instructor names are to be updated in our system, so you do not need to worry about it. Please just ignore it. Once you have confirmed the section, please click "Next."
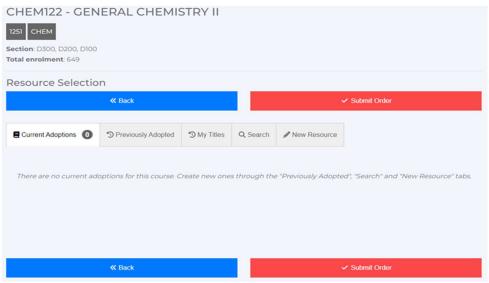
4) The next page is labelled "Course Resources Required." **Please ONLY select the button "Yes".**

Please do not press any other buttons because they are currently still in development and will not work properly. Please click "Next."

5) The next page is the "Resource Selection" page where you will begin adding the course materials that you would like us to list.

"Previously Adopted" tab shows what has been used in previous semesters for the given course.

"My Titles" tab shows what your account (identified by email address) has inputted before.

"Search" tab is only used when you need to select something that is already in our database (please be warned that it freeze if it does not hit any info. If it freezes, please use other tabs or close the browser and sign back in).

"New Resource" tab is used when the book does not appear in "Previously adopted" or in "Search". **NOTE:** If you input in "New Resource" fields, please **do not** hyphenate the ISBN.

The general rule of thumb is to **choose the material with the number that starts with "978"; know if it any digital add-on feature (such as MyLab, WileyPlus, WebAssign, etc.) is required or not; as well as the most recently used materials.** If you would like more detailed pointers or need help, please do not hesitate to email textbook@sfu.ca.

If you wish to report no request for the course, open the "Search" tab and do a keyword search of "requested" in the title search, and adopt NBR.
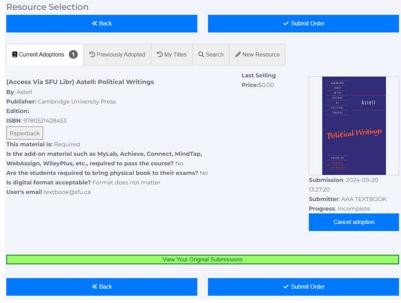
6) Choose/enter what you would like adopted and click "Adopt". A message box will pop up.

When students are **required to obtain physical items, please click the radio button "Yes" to the third question** ("Are the students required to bring physical book to their exams?"). If you would like to leave a comment, please leave it in the comment box. Then click "Submit".

7) The course material that you just adopted will now show up in the "Current Adoptions" tab. Please repeat the steps 5) and 6) when you have multiple items to the course section you are working on. After you check that you have everything that is needed, please click the "Submit Order" button.

We advise you to click "Submit Order" button from this "Current Adoptions" tab only as this tab will list all the adoptions for the given section. Please **do not** use the green "View Your Original Submissions" button, as it kicks you out of this view.

8) Once you click "Submit Order" button, it will trigger the confirmation email for your records.