Faculty Enlight

Below are steps to use Barnes & Noble Faculty Enlight to adopt books for your courses.

1) Go to https://www.facultyenlight.com/
2) If you do not have an account, please create one by clicking on Create account in the top right corner. (It is possible that someone already added you to the system, so if it says you already exist, try to sign in. If needed, click on the “forgot username or password” so you can reset your password—they will send you an email with a link to allow you to do that.

**NOTE:** make sure your account says you teach at Kent State University at Stark; otherwise, the right section numbers will not show up when you select the course. (See the end of the document to update your profile)

3) Sign In to your account.

**To adopt book(s) for your class**

1) Click on Adopt link
2) To add new books, for each course, you will need to select Term, Department, Course. And then click on the check box for your section(s).

3) Click on **Continue** to find your books. You can type in the book information or search to find books by ISBN, author, or title.
4) If this is a course you taught in the fall, you can search My School Adoptions to find the book you used before.

5) Once you find the book you want, click Adopt This Book:

6) You do have the option of adopting a newer version or staying with the version you find.

7) Once you have selected your book, you need to submit it. Make sure you click Required under the book. Then, click the orange Submit Order button.
8) An email will be sent to you confirming your order.

To adjust your profile

1) When you sign in, click on “Welcome (your name)”.
2) Click on Edit Profile

3) If you teach in multiple locations, click the +Add More button.
4) When looking for your courses, it does list them by your school, then by department, so make sure you have the right school selected. Our section numbers all start with “6” (600, 680, 690, etc.)
5) When your profile is complete, click Submit.

If you run into problems, please email or call Cindy Howard (choward6@kent.edu), (330-244-3204).