



# Online Bookstore Guide

If you will not be using textbooks, please refer to options 3a or 3b

AAP uses a virtual bookstore, MBS Direct. Faculty members submit their orders through Course Director via MBS's Direct Service Center and students can purchase textbooks at <http://bookstore.mbsdirect.net/jhu-aap.htm>. It is important to submit information to Course Director even if you are NOT using a text so students have necessary information.

► **Need to research your titles or contact the publisher? See box at the bottom of the page.**

## 1. Log into the MBS Service Center

- Log into MBS Direct's Service Center <https://servicecenter.mbsdirect.net/login.php>

## 2. Order Textbooks or Enter Messages for Students

- **Find** Course Director. In the right hand corner is a drop down menu that says "Quicklinks," click on the drop down and select "Course Director."

### 3. Order Textbooks

- **Add** textbooks. Once in Course Director, find your course under the specific course site and semester you will be teaching in. Then within your course, click on "Add Adoptions." You may search by Title, Author, or ISBN. Searching by ISBN is the quickest and most accurate way to find texts.
- **Select** the right titles. After you have found your specific text, click on "Adopt this Title," below the picture of the text. Continue to add more titles if needed.

### 3a. Leave a generic message

- **Add** a message (Optional). Once in Course Director, find your course under the specific course site and semester you will be teaching in. Then within your course, click on "Add Adoptions." You are taken to a new screen, and in the right-hand corner is a "Non-Title Adoptions" tab.
- **Select** the right message. In the "Non-Title Adoptions" drop down menu, select "No Textbook Required" or other options like "Materials Available from Instructor."

### 3b. Leave a personalized message

- **Add** a message (Optional). Once in Course Director, find your course under the specific course site and semester you will be teaching in. Then within your course, click on "Create a student message or CD Internal note for (your course name)."
- **Select** the message box. Check the student message box, and write your message in the space below. Example: "Instructor will email course readings or post on library e-reserves." Save the message.

## 4. Approve Your Order

- Once all titles or messages have been saved or added, click on the white "Approve" button at the top right hand corner of the screen. Your order is ready to be processed by AAP Faculty Services and MBS Direct.
- Please allow at least 24 hours for the book order to post to the student website, because book editions must be verified and stock ensured by MBS Direct.

## ► Research Your Titles and Check for New Editions

- Within MBS Direct's Service Center find the "Quicklinks" drop down menu and select the Faculty Center Network. Within the Faculty Center Network you may to research titles and editions and find website links to publishers.