

Online Requisitions: A Guideline

1. Go to <http://frostburg.collegestoreonline.com/>

Faculty Services



2. Click on Faculty Services image:



Save a tree. [Click here](#) to submit your requisition electronically

3. Click On
4. If this is your first time logging in to our site you will need to create an account. If you already have an account, simply login.
5. Click **"CREATE NEW REQUISITION"**
6. Select **"TERM"** from the drop down menu.
7. Select **"DEPARTMENT"**, **"COURSE"** and **"SECTION"** from each drop down menu.
 - If you are using the same books from a previous term, check the appropriate box and select the correct term.
 - You can manually enter your course information if it does not show up.
8. Click **"NEXT"**
9. If you selected to use books from a previous term, the books will automatically show up at the bottom of the page.
 - Click **"EDIT"** to change any of the book information.
 - Click **"SAVE"** when you are done editing.
10. You have the option to either enter your book information manually on the left side of the screen, or do a search for the book on the right side of the screen.
 - When doing a search, the results show up on the far right.
 - When you click **"SELECT THIS TITLE"** the book information shows up on the left for you to edit.
 - Click **"ADD THIS TITLE"** to adopt this book.
11. You can also search for books used in other courses.
 - When doing this, make sure you check the box by any book you want to adopt or uncheck any book that you do not want.
 - Then click **"ADD THESE BOOKS"**
12. Your requisition is stored automatically so that you can work on them over several days.
13. *****VERY IMPORTANT***** Once you are ready to submit your requisition to the bookstore, you need to first click **"REVIEW REQUISITION"**. This is your last chance to review your data.
14. Once you are ready, click **"SUBMIT REQUISITION"**
15. You will see a screen telling you that the requisition has been submitted and you will also receive a confirmation email.

Re-Using a Submitted Requisition:

1. You can re-use a submitted requisition for another class by clicking **"RE-USE"** by any requisition.
2. Choose the **"DEPARTMENT"**, **"COURSE"** and **"SECTION"** of the new class you want and the information is automatically transferred over.
3. Add or Edit any books needed and click **"REVIEW REQUISITION"** and then **"SUBMIT REQUISITION"**