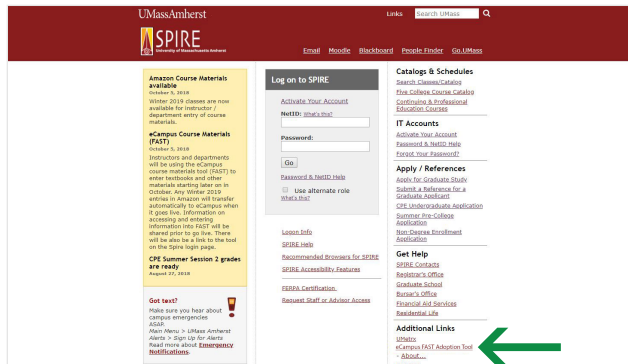


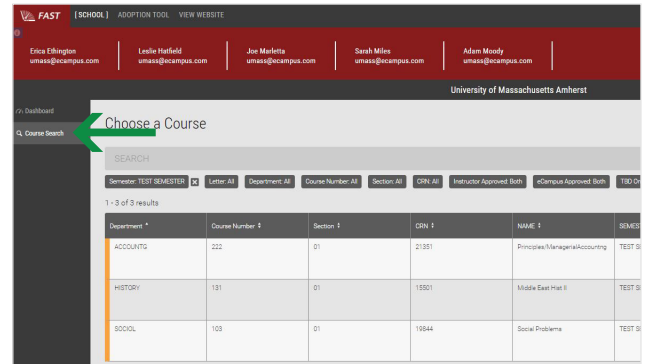
How to Submit Course Materials Using the FAST Adoption Tool

1



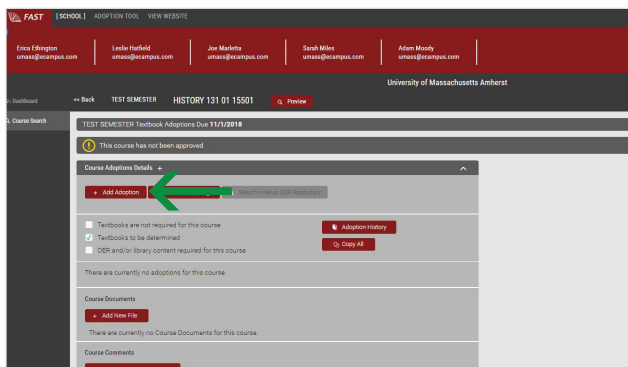
Visit the UMass Amherst SPIRE homepage and, under **Additional Links** in the bottom right-hand corner, select **eCampus FAST Adoption Tool**. You will be directed to the FAST single sign on page where you will log in with your NetID and password.

2



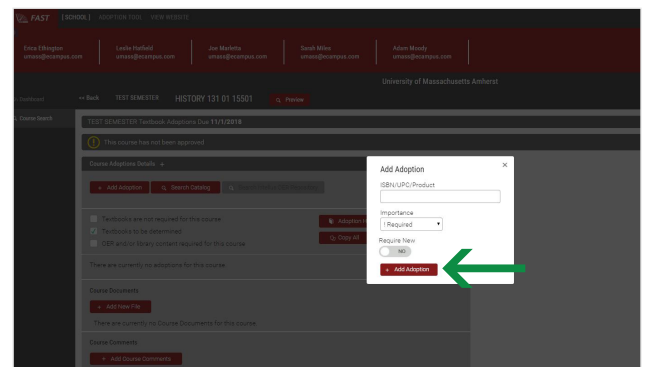
Once logged in, you will be directed to the Dashboard. Select **Course Search** and choose the course you wish to edit. You may also utilize the filters under the search bar to change the semester for which you are adopting, specify a department, etc.

3



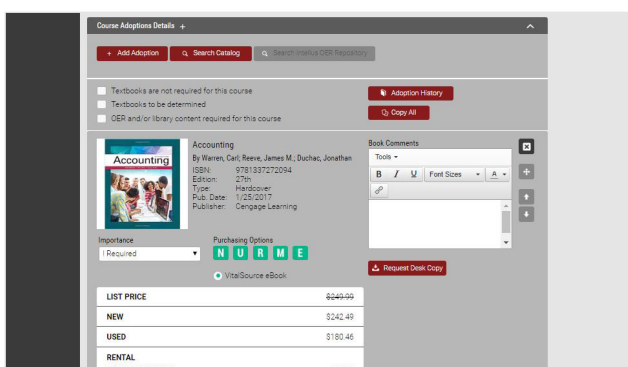
If there are no course materials required, select the checkbox next to **Textbooks are not required for this course** and select **Save**. If OER materials are required, select the checkbox next to **OER and/or library content required for this course**, enter the information in the Course Comment box below (see Step 6) and select **Save**. To add textbooks and other course materials, select the red **+ Add Adoption** button.

4



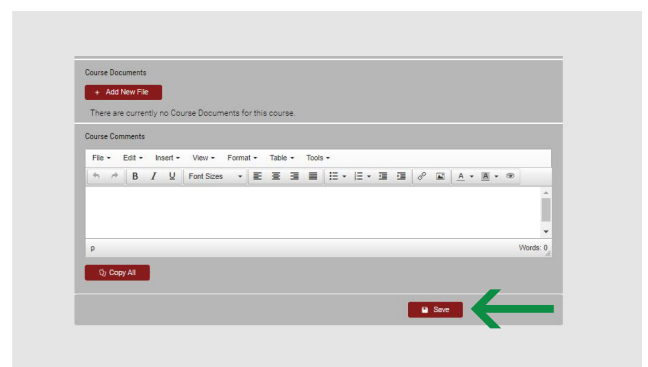
Enter either the 10 or 13-digit ISBN into the ISBN/UPC/Product box, choose an **Importance** level, and select **+ Add Adoption**. Select **Search Catalog**, if you need assistance identifying the ISBN. If you have a UPC or other product number, enter the information in this box and follow the prompts to send the bookstore team a message with more information to have it added to the course.

5



Once the course material is added, you may update the **Importance** level, add a **Book Comment**, request a **Desk Copy**, view current pricing, and opt to **Explore Cost Saving Options**. You may also select the 'X' next to an adoption, should it need to be removed.

6



Below the adoption(s), you may add Course Documents in PDF format. You may also add a Course Comment that will appear to students purchasing their course materials. Select **Save** to confirm any edits. You will then receive a confirmation email confirming your adoptions.