1. Sign in to Self-Service (http://selfservice.azwestern.edu/)



## 2. Select Faculty from menu



<u>Faculty</u> Here you can view your active classes and submit grades and waivers for students.

## 3. Select a Course

W Self-Service					<b>A</b> med88	〔→ Sign out	⑦ Help	
Daily Work Faculty Faculty Overview								
<b>(i</b> )	Do you have students who are struggling in your class? Do you want to send a special shout-out to one of your students? Submit alerts for students enrolled in your classes through Engage Faculty Experience							
Manage your courses by selecting a section below								
Fall 2023								
s	ection	Times	Locations	Availability 🚺	Books	Census Dates		
	<u>ORI-101-005: Strategies for</u> Success	M 6:00 PM - 7:15 PM 8/21/2023 - 10/13/2023	Parker Learning Center (PLC), 114 Lecture	24/24/0				

4. Navigate to the **Books** tab and click on **Add Book** 

W Self-Service	A med88	〔→ Sign out	⑦ Help
Daily Work Faculty Faculty Overview			
Do you have students who are struggling in your class? Do you want to send a special shout-out to one of your students? Submit alerts for s <u>Faculty Experience</u>	tudents enrolled	in your classes thro	ugh <u>Engage</u>
Section Details < <u>Back to Courses</u>			
ORI-101-005: Strategies for Success			
Fall 2023 Parker Learning Center			
M 6:00 PM - 7:15 PM 8/21/2023 - 10/13/2023 Parker Learning Center (PLC), 114 Lecture			
Seats Available () 24 / 24 / 0			
Deadline Dates			
Roster Attendance Census Books Permissions Waitlist			
Assigned Books		Add	Book
(i) No books are currently assigned to this section.			

## 5. Search by ISBN, Title or Author

Add Book	
Search by ISBN, Title or Author	Q
Cancel	

6. If desired book is found, select it from the list. Select an option: **Required, Optional,** or **Recommended**, then click **Add Book** 

		Book Details
		Required for Section *
Add Book		Select an option
Openstax	Q	<u>ISBN</u> 978-1-938168-13-0
Clear Search New Book +		Title Openstax Anatomy and Physiology
Title / ISBN Author		Edition
		Author
Openstax Anatomy and	>	Free online version available
1938168135		Publisher
Openstax Anatomy and Free online version available Physiology	>	Copyright
978-1-938168-13-0		New Price
OpenStax Anatomy and Digital online free version of Physiology 1e book available	>	Used Price
9781938168130		Comments
<b>Openstax Biology 2e</b> 978-1-947172-51-7	>	External Comments
Cancel		Cancel Add Book

7. If desired book is not found, click on New Book +

Add Book		
Ellis, Dave		Q
Clear Search		New Book +
(i) No matching books found.		
	Cancel	

8. Add as much information available; make sure to include **ISBN**, **Title**, **& Author**, and select whether book is **Required**, **Optional**, or **Recommended**. Click on **Add Book** to complete process.

Add Book	
() New books must have an ISB	N or a Title, Author, Copyright, and Publisher.
ISBN	Required for Section
9781337097109	Recommended 🗸
Title *	Author
Becoming a Master Student	Dave Ellis
Copyright	Publisher
2018	Cengage Learning
Edition	New Price
16th	55
Used Price	Comments
25	Buy directly from Cengage or find it on Amazc
External Comments	
External Comments	
Cancel	Add Book

9. Once book has been added successfully, a notification will appear on screen and the book will be displayed

W Self-Service	A med88	〔→ Sign out	⑦ Help	1			
Daily Work · Faculty · Faculty Overview	Book was a	dded successfully.	5	×			
Do you have students who are struggling in your class? Do you want to send a special shout-out to one of your students? Submit as <u>Faculty Experience</u>	to for students	enrolled in vortion	sses through <u>En</u>	igage			
Section Details < Back to Courses							
ORI-101-005: Strategies for Success							
Fall 2023 Parker Learning Center							
M 6:00 PM - 7:15 PM 8/21/2023 - 10/13/2023 Parker Learning Center (PLC), 114 Lecture							
Seats Available () 24 / 24 / 0							
Deadline Dates Roster Attendance Census Books Permissions Waitlist							
Assigned Books			Add Book				
Title / <u>ISBN</u> Author							
Becoming a Master Student Dave Ellis 9781337097109			>	,			