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

2. Select Faculty from menu

3. Select a Course

4. Navigate to the Books tab and click on Add Book
5. Search by ISBN, Title or Author

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

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

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