1) Begin by visiting usfstpete.bncollege.com OR copy and paste this:

http://usfstpete.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=15053&catalogId=10001&langId=-1
2) Click on “Faculty Resources” on the top right.
3) Click on “Create Account”
4) Fill in the appropriate information (e.g. username, email, etc.), then click “Submit.”
5) Once you create your account, you should automatically be signed in. In the future, you will need to sign in (using the information you just entered) to make book adoptions.
6) To begin your book adoption, search according to your preferred method by hovering your mouse over the word “Search.” Please note that when searching by ISBN, you must use a 13-digit ISBN and exclude all symbols. If you only have a 10-digit ISBN, a quick Google search generally yields the 13-digit ISBN. Obviously, if you don’t have an ISBN, search by “Title/Author.”
7) Enter ISBN OR Title/Author, depending on which search method you used. Click “Search.”
8) Select the appropriate book by clicking “Adopt This Book.” The icon should change to “Added (Click To Remove).”
9) Click “Select Course” to proceed.
10) Enter the pertinent course information by selecting the term, department, and course. Note that the subsequent boxes will populate once the choices are made from the drop-down menus that precede them.
11) Select the appropriate section numbers and click “Review/Submit.” You may also check “select all” in order to save time, if applicable.

12) At this point, you may choose to add more materials OR submit your order. Be sure to indicate if the book is required or recommended. If adding more materials, simply repeat the process outlined thus far, after clicking “Add More Materials.” To submit your order, simply click “Submit Order.”