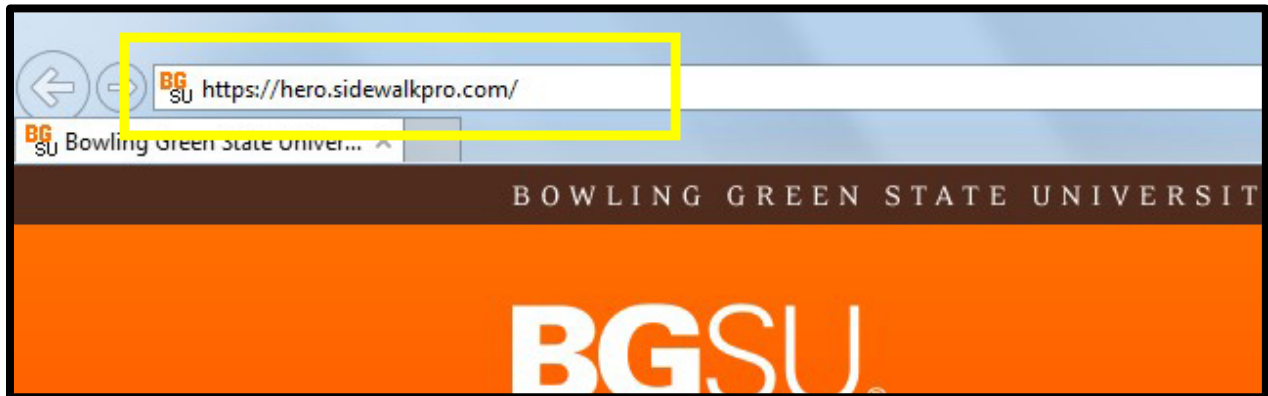


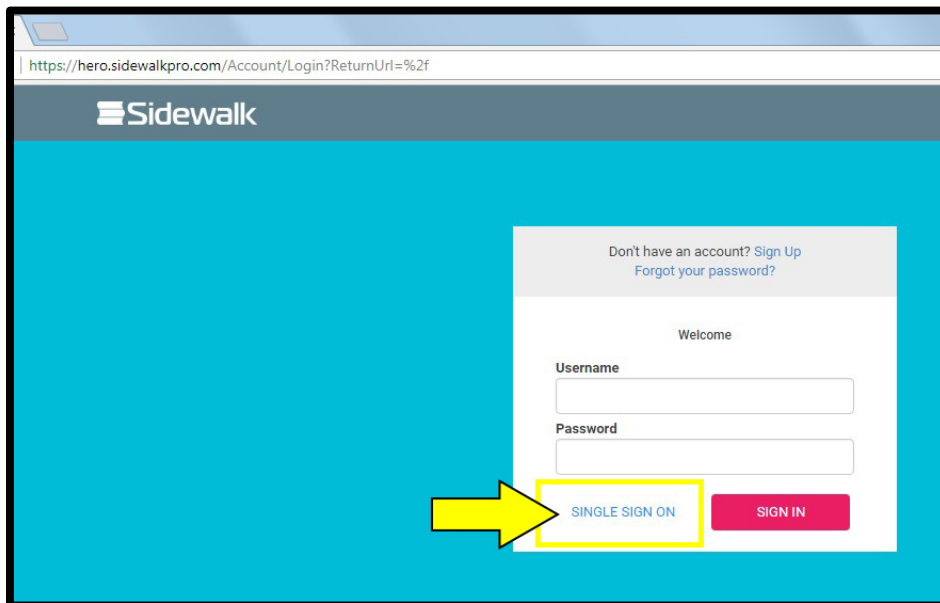
## Ordering Course Books Outside MyBGSU

If you are unable to access the site within MyBGSU, please use the following steps to order books:

Go to: <https://hero.sidewalkpro.com/>



At the following screen, click on the **SINGLE SIGN ON** link.

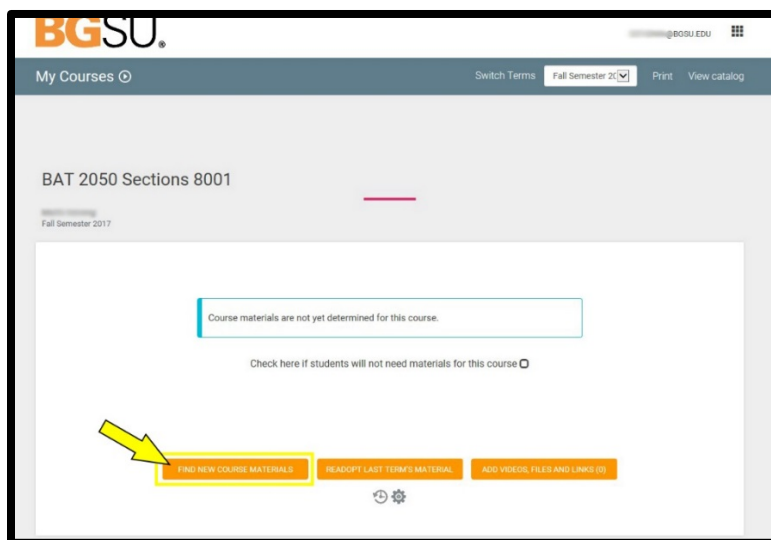


Enter your BGSU **email address** and then click **Continue**.

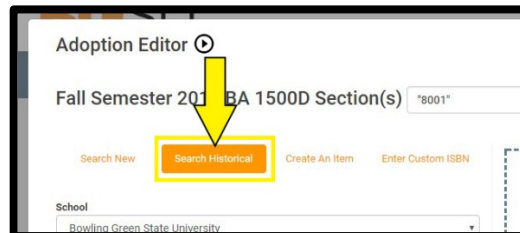
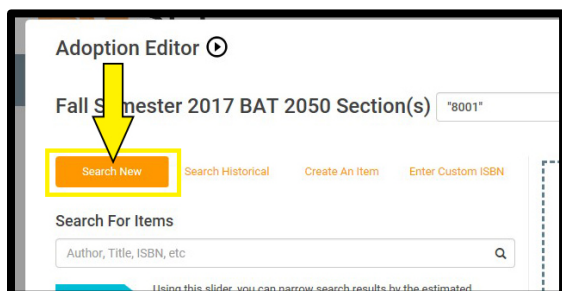
Click **Continue** at the next screen.

You will now be re-routed back to your **MyBGSU LOGIN** screen. Log in with your BGSU **user name** and **password**.

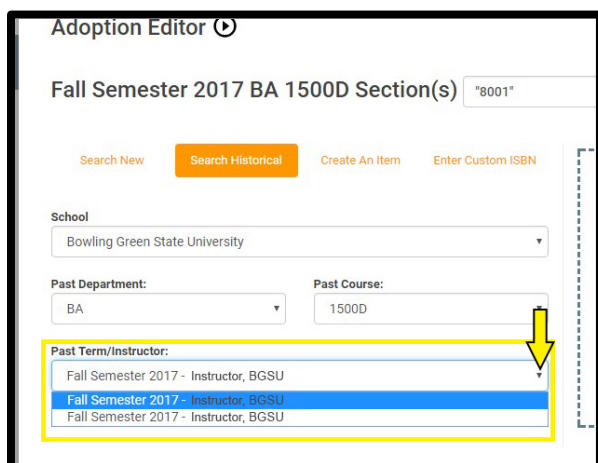
At the **My Courses** screen, click on **FIND NEW COURSE MATERIALS**.



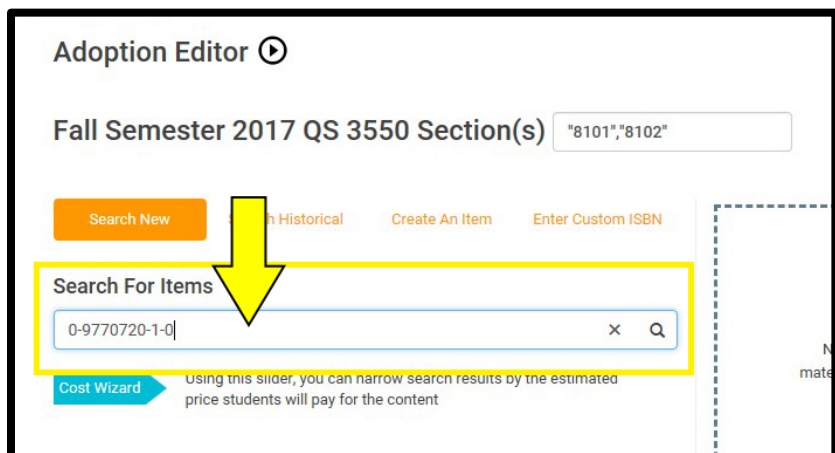
At the **Adoption Editor** screen, you can choose **Search New**, or **Search Historical** to find your items. If you would like to use the material that was adopted and used in a prior semester, use the **Search Historical** button.



If you choose to do a Historical search, use the instructor dropdown menu to select your choice.

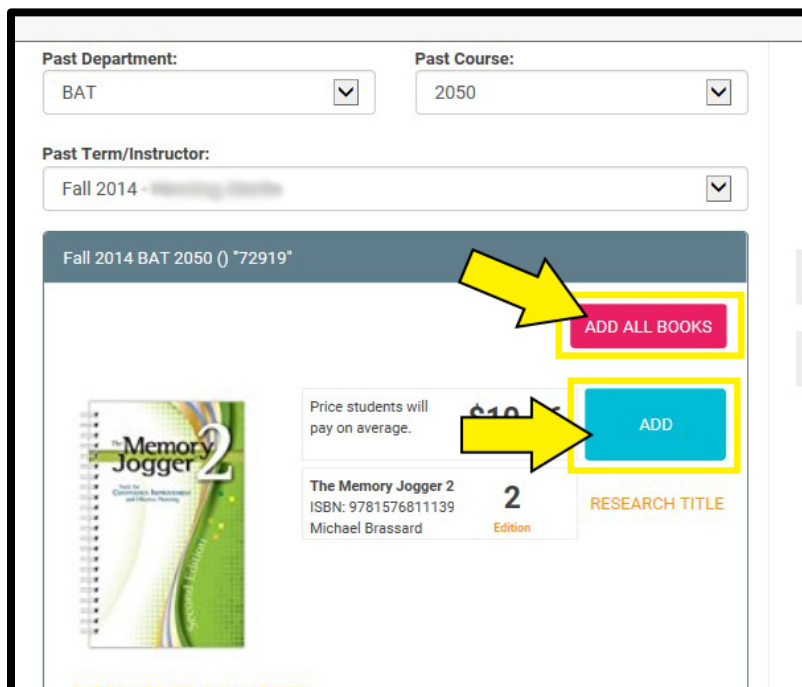


If you do not receive any results using this method, you can use the **Search New** option and enter the title, author, and/or ISBN information from the book you are choosing.



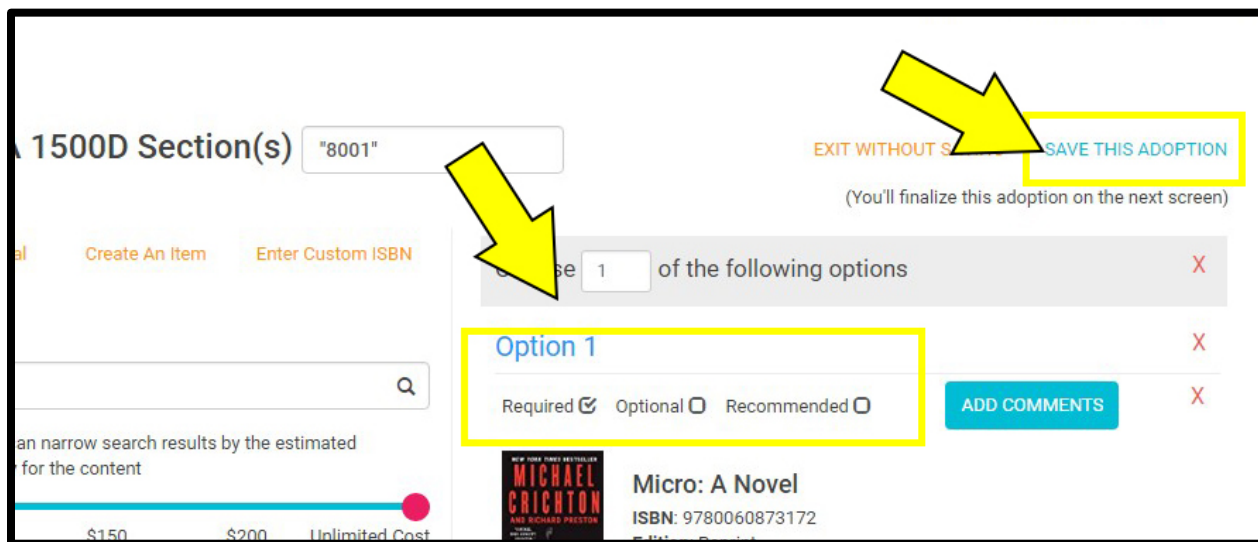
The screenshot shows the 'Adoption Editor' interface. At the top, there's a header 'Adoption Editor' with a play button icon. Below it, a section 'Fall Semester 2017 QS 3550 Section(s)' has a text input field containing '"8101","8102"'. Below this are four buttons: 'Search New' (highlighted in orange), 'Search Historical', 'Create An Item', and 'Enter Custom ISBN'. A large yellow arrow points down to the 'Search For Items' section. This section has a text input field containing '0-9770720-1-0' and a search icon. Below the input field is a 'Cost Wizard' button and a note: 'Using this slider, you can narrow search results by the estimated price students will pay for the content'.

After you find the item or items you want to choose for your course, and click the **ADD** or **ADD ALL BOOKS** button.

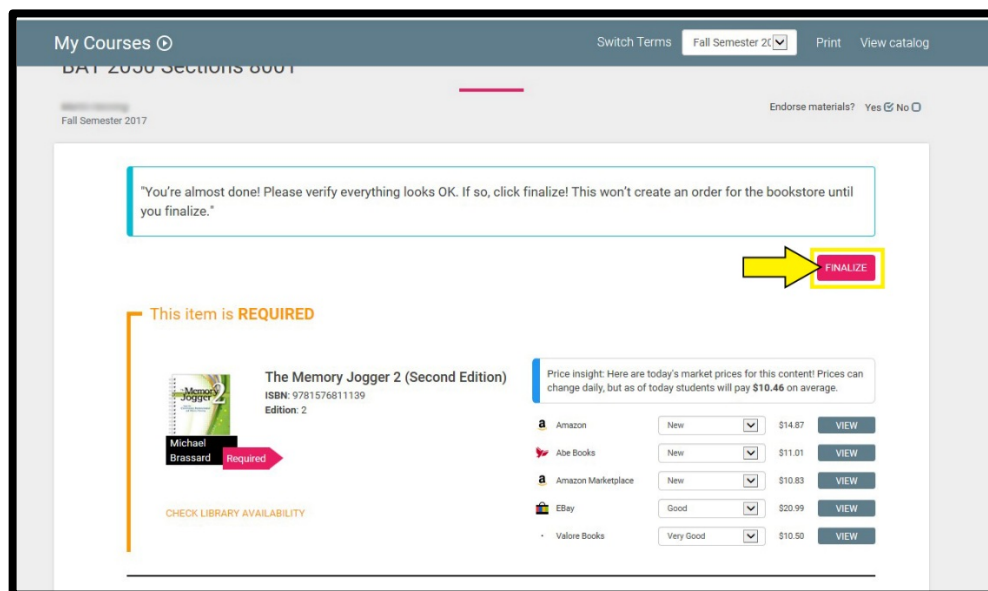


The screenshot shows the 'Adoption Editor' interface with search results. At the top, there are dropdown menus for 'Past Department:' (BAT), 'Past Course:' (2050), and 'Past Term/Instructor:' (Fall 2014). Below these is a header 'Fall 2014 BAT 2050 () "72919"'. A large yellow arrow points to the 'ADD ALL BOOKS' button. Below this, there's a book cover for 'The Memory Jogger 2' by Michael Brassard. To the right of the book cover, there's a price box showing 'Price students will pay on average. \$10.95'. Below the price box, there's a blue 'ADD' button. A yellow arrow points to the 'ADD' button. To the right of the 'ADD' button, there's a 'RESEARCH TITLE' label.

Choose your **Requirement Options: Required, Optional, or Recommended** and then click on the **SAVE THIS ADOPTION** link.

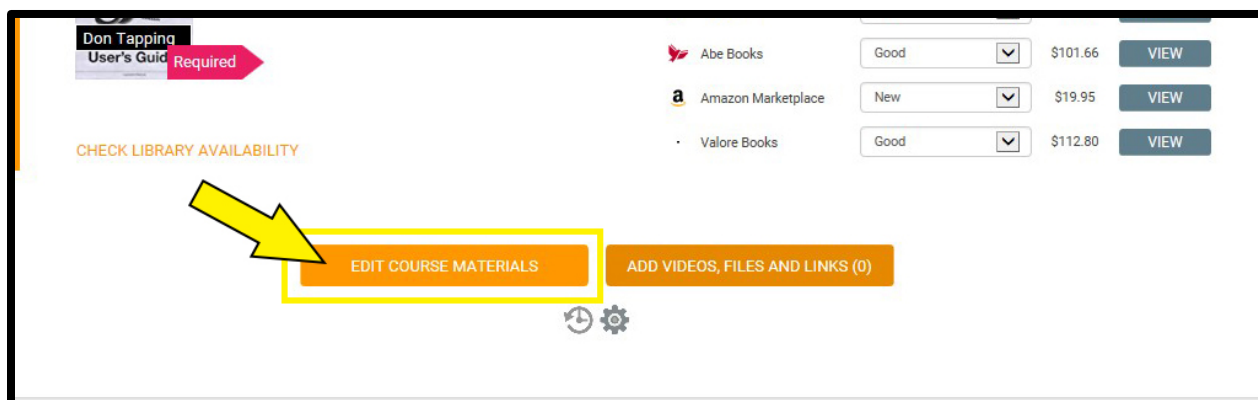


After you have verified your book order you will need to finalize **EACH BOOK** selected by clicking on the **FINALIZE** button in the upper right corners of **EACH BOOK** summary.

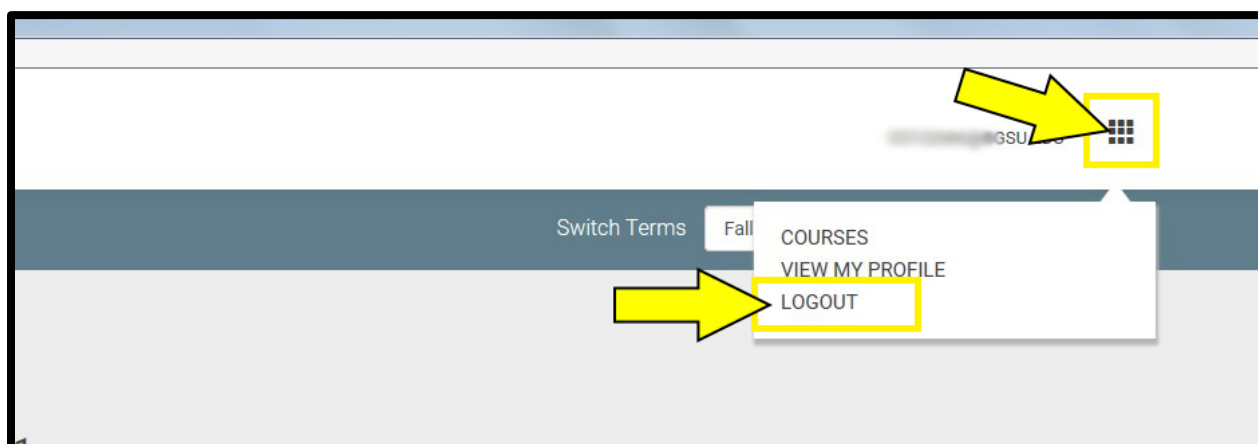


**Note: Make sure to click all of the Finalize buttons or the book will not be ordered.**

You may go back at any time and **edit your course materials**.



When you are finished, click on the **LOGOUT** icon to LOGOUT.



For more detailed information and to watch an instructional video, please visit the following link:  
<https://www.bgsu.edu/provost/sidewalk-hero-faculty-information.html>