**BookList Cheat Sheet / Instruction Map**

If you’re already familiar with BookList system, you can use this as a cheat sheet. If you don’t know the BookList system yet, you can use this map to introduce you to the basics of the BookList system. Each step below corresponds with a section of the BookList Reference Manual; refer to the Reference Manual for more information on how to complete each step. Be particularly careful to read and review instructions about entering texts (III–IV) before you create your course materials list. (If you complete steps III–IV incorrectly, you could unintentionally modify the texts on other individuals’ and other department’s text lists!)

I. Log into Citizen CUNY / CUNY Portal (http://portal.cuny.edu) and go to the BookList application

II. Find your course

III. Enter books using a Google search

IV. Enter other course materials (CDs, course packets, DVDs, software, etc.) manually

**Warning:** If you complete these steps incorrectly, you may do harm to other individuals’ and departments’ course materials lists. Make sure that you fully read the instructions before and/or while completing these steps.
V. Duplicate a course materials list from the current semester or a previous semester.

VII. Indicate that no materials are needed for your course.

VIII. Check your course materials list.

IX. Generate a report to send to the bookstore.

X. Generate a report to monitor a list of courses with missing text lists.