1. **Sign on to EmployeeWeb** – Go to [www.palmbeachstate.edu/employeeweb](http://www.palmbeachstate.edu/employeeweb) - and sign on using your user id and password. If you do not know your user id or password, please contact the Help desk ([helpdesk@palmbeachstate.edu](mailto:helpdesk@palmbeachstate.edu)).

2. Hold your mouse over the Faculty/Advisors menu area and click on **Textbook Certification**:

3. The following web screen will be displayed:
4. Enter the whole course number or the course prefix in the box under Search Course Numbers. Do not put spaces between the course prefix and number – example ENC1101 – Click the Search button.

5. The system will return the exact course you entered, or all courses that start with the prefix you entered – click the radio button of the course you would like to select and click the Submit button:
6. The system will ask if you use a textbook for your selected course: Respond appropriately and click the Next button:

7. Assuming you responded “Yes”, please complete the fields as indicated on the form, then click the Next button:
8. If you checked “Yes” that this was a new edition, the web form will prompt you to answer the following questions on why the new edition was needed, the value added by a new edition and if any additional textbooks are used in the course. If you clicked “No” you are sent to the next question in the web form. Click the Next button when finished.

9. If you indicated that additional textbooks are used in the course, you will complete the same fields as on the previous page. When all textbooks have been entered for the course, you will see the following screen. Question 7 on the form asks if you use any instructional materials OTHER THAN TEXTBOOKS that students must purchase – answer appropriately and click the Next button.
10. If you clicked “Yes” the web form will prompt you with the following screen. Click or provide the appropriate responses in questions 8 and 9 on the form below. Click the Finished with this Course button.
11. You will be returned to the original screen. You may choose to edit, delete or print the course you just entered, or you may add additional courses by using the Click Here link.

If you have finished, closing the web page will exit the system.

The courses and textbooks you entered are saved and can be edited and/or deleted as textbooks change in the future.

If you have any questions, problems or suggested improvements, please contact your Associate Dean.

Thank you!