



Instructions: Submission Form for Teacher and Student Access

The submission form found [here](#) must be filled out in order for TextbookHub to assign access to the content for each individual student and teacher. A Video Tutorial of this process may be viewed [HERE](#):

There are four tabs on the bottom-left corner of the spreadsheet: School Info, Students Info, Teachers Info, and Book Assignment. Please fill out the information requested on all four tabs. An administrator from your school must populate all columns with green headers. Your TBH Account Manager will populate the columns with blue headers. As soon as possible after purchase, please complete and submit the School Info tab. When you are ready to assign teacher and student access, you will fill out the last three tabs on this spreadsheet and send it to Gemma Morales, the Account Manager for BJU Press digital content on the TBH platform. Her email is gemma.morales@textbookhub.com. This spreadsheet is needed to assign access to the content needed by each individual student and teacher.

Below you will find detailed information on how to fill out the required information for each tab.

School Info Tab

- School Name: Enter school name.
- School Admin Full Name: Enter the name of the school contact who will be managing the BJU Press texts within the TextbookHub platform.
- School Admin Email: Enter the email address for the school contact who will be managing the BJU Press texts within the TextbookHub platform.
- Teacher Books Availability Start Date: Enter the date you would like teachers to have access to their eBooks.
- Students Books Availability Start Date: Enter the date you would like students to have access to their eBooks.
- Books Availability End Date: Enter the last date teachers and students will need access to their eBooks.

Students Info Tab

- Section Code: Enter a unique code for each class period. This column must include a unique code for each class period even if the course name is the same.
 - For example, if there are two class periods of Math101, assign each class period unique codes, such as Math101A and Math101B. The section code can be any alphanumeric combination.
 - Organize the student tab by the section code; i.e., list all students belonging to a class period and then move on to the next class period. The same student's information will be copied throughout the document each time they are assigned to a class period.
- Student Full Name: Enter the student's full name.
- Student Email: Enter the student's email address.



Teachers Info Tab

- Section Code: Enter the unique section code previously supplied for each class period.
- Teacher Full Name: Enter the name of the teacher(s) for each class period. If there are two or more teachers for the same class period, add a row for each teacher. Do not add two teacher names in the same row or cell.
- Teacher Email: Enter the teacher's email address.

Book Assignment Tab

- Section Code: Enter the unique section code previously supplied for each class period.
- Title (Textbook/Workbook): Enter the title of the book assigned to each class period. If there are two or more books assigned to the same class period, then add a row for each book. Do not put two books in the same row or cell.

Support:

For additional technical assistance, please contact your TextbookHub Account Manager, or for general BJU Press assistance (ordering, content training) please contact your BJU Press / Precept Sales Representative.

Other Training and Support Sites:

BJU Press / Textbook Hub Process and Tutorials:

<https://www.bjupress.com/technology/textbookhub.php#support>

General TextbookHub eTextbook Platform Support:

<https://help.textbookhub.com/hc/en-us>