

Procedure for prescribing textbooks.

The textbook list can be compiled online via [SAPnet](#). ***For your convenience we have included steps to follow below:***

1. Log into SAPnet using your SAPnet login or 'Register' to login (*note that first time users have to be verified before they can proceed*).
2. Click on "Basic Search" and search for the title you want to prescribe.
3. Under results click "Add to list"
4. Click on "Wish list"
5. Under "Actions" click on the 'Graduate cap' icon  .
6. In the pop up screen select your department
7. Select the campus you want to prescribe the book for. If you need the book on a different campus a 2nd entry must be created.
8. Select the course code and name
9. Select the Textbook Category
10. Select the Semester in which the textbook is being prescribed for
11. Fill in the number of students
12. Fill in the Name of the Lecturer on the field "On behalf of"
13. Click Submit