

## Directions for enabling the Student “My Request” feature for the AMAC Student Download Center

We have added the student “My Request” feature to the AMAC Student Download Center to help your students more easily provide you with the information you need to submit etext orders.

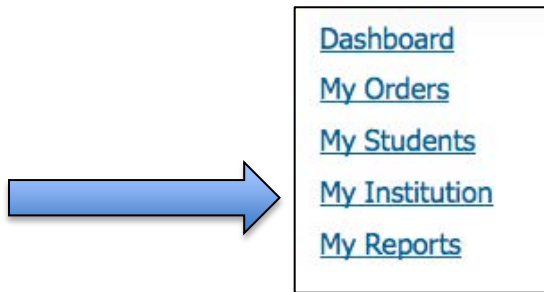
\* **To get started using this feature, there are two steps required.** The feature needs to be enabled for your institution, and the feature needs to be activated on student records.

### 1. To Enable Student Requests for your institution

Log into [AMAC Orders](#)

Go to **My Institution**

Click **Enable Student Requests**



Update Institution Information

Add Users

Remove Users

Enable Student Requests

This will send a request to AMAC Tech Support staff, who will enable this feature for your institution. Or, you can send us an email requesting we turn the feature on. Once enabled, student records need to be activated.

### 2. To Activate Existing Student Records

Go to **My Students**

Click **Bulk Update Students**

Check **Allow Student Requests**

Add a Student

Bulk Update Students

Add an Order

Search AMAC Book Repository

**Allow Student Requests**

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

When adding a new student, check “Allow Student Requests” at the time the new record is created.

With this feature enabled, your students can log into the AMAC Student Download Center and enter requests for textbooks that will be submitted to you for your approval.