

**Adoptions & Insight Portal (AIP) - Quick Reference Guide**

* **Log into** [**AIP**](https://aip.bncollege.com/app/)
	+ **User ID email address –** **xxxx.xxxxxxx@ucr.edu**
	+ **Password P@ssword (you will need to change your password on initial login)**
* **Upon logging into AIP, the *COURSE LIST* page will display.**

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**You may re-adopt from a past term by clicking this dial**

**Click ALL DEPARTMENTS drop menu to select the appropriate course**

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 **You may choose to be guided through the process**

* **Will need book ISBN or Author/Title**
* **Or view detailed adoption history**

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**Select this dial, in the event no adoption is needed, materials will be supplied by instructor or an OER title is adopted.**

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**Once the adoption has been placed it can always be revisited**