

Online Bookstore Ordering Instructions

Before you begin ...

You will need your class schedule or booklist from the school. If you have any questions about the ordering process, please click the Help Desk icon on the website, or call 888-228-6292.

1 In your web browser, go to your online bookstore website

Check with your school for your website address and start date.

2 On your first visit, enter your registration information

Click on the text "Register" to enter the registration screen. Remember the username and password you choose — you will use them to log in to the site on later visits.



3 Select your courses from the Book List

After you have registered/logged in, click on the "Book List" tab near the top of the page.

This will take you to a list of courses or book categories.

Click the name of each department, subject or grade to display the courses or book categories, and click on each row that applies to you to display the books.



4 Select the books you want

When you click on your courses or book categories, you will see a list of required books. If there are used books available, you will see the used copies available at lower prices.

Check the checkboxes next to the books you want to purchase, and then click on the button at the bottom of the screen reading “Add Books To Your Cart.”



5 Review your order

After adding books to your cart, you can review your order and modify or delete quantities in the shopping cart screen.

You can view this screen at any time by clicking on the shopping cart icon on the top of the screen. If you need to add other books, return to the Book List. When everything you need is in your cart, scroll down the screen to continue with checkout.



6 Check out

As you scroll down the screen, complete the following sections:

- Enter your Shipping address (*Shipping must be a physical address — UPS will not ship to P.O. boxes*)
- Choose your shipping method
- Choose your payment method (*Visa/Mastercard or payment by mail*)

IMPORTANT: Be sure to proceed through all the steps until your order has been submitted. You will know you are done when you get to a receipt screen with your order number, which will begin with a 3-letter code. If you entered an email address, you will also receive a receipt via email.