ORDERING TEXTBOOKS FROM OUR SITE, A STEP BY STEP GUIDE

1. Click on the Textbooks tab, then Textbook Ordering or click on the Textbooks Bar in the middle of the screen.



- 2. Select the Term
- 3. Select the Department
- 4. Select the Course and Section
- 5. Click the ADD SELECTION bar
- 6. Repeat steps 3-5 until all Courses have been added to list
- 7. Scroll down and click on Get Course Materials



- 8. User can now either Print Book List or scroll down and select desired course materials by adding them to the shopping cart. As items are added to cart, the cart next to selected items turns blue and the "Add to Cart" changes to "In Cart".
- 9. Once desired items are selected, user can click on the shopping cart at the top or bottom of list to review the cart

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10. After reviewing cart, customer can either continue checkout or continue shopping

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11. If continue checkout is selected, the customer completes the Order Preferences screen & continues checkout.

12. Login screen is reached. Customer logs in or selects Register Here to create a User Profile for checkout.

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