

WEB ORDERING GUIDE

To purchase textbooks you will need to set up a profile with the Campus Store website. The Campus Store is separate from Banner and Blackboard and requires its own login.

1. Select (Semester) Booklist from Textbook Tab
2. Select current semester for Term
3. Select your department, then course and section for each course, after each course selection click add selection
4. After your course have been selected click GET COURSE MATERIALS
5. For each course select your preference and click ADD TO CART
6. Once all courses have been added click SHOPPING CART
7. Confirm quantity and preference for each book, then click CONTINUE CHECKOUT
8. Select an update action for each book, click CONTINUE CHECKOUT
9. Select your delivery method, IN STORE PICKUP or SHIP ORDER
10. For IN STORE PICKUP select your desired campus location
11. Select your desired payment option and enter required information
12. Click submit order. You will receive an email confirming your order to the email address on file.

Additional Information:

- ▶ To pay with Financial Aid an account will need to be set up. Guest checkout is available but credit cards are the only accepted form of payment.
- ▶ Make sure email address, phone number, and J number (last 6 digits) are correct on your profile.