Login to your bookstore account that you had previously set up. On the left side of the screen you will see the campuses you selected during account creation. Select the campus you want to purchase textbooks for and select the course number. **REMEMBER** if you are taking a course via Online you must select the book for that course through the Online campus section.

Once a course number is selected the book for that campus will display. Select the textbook link to display the book information.

Read all applicable notes in regards to that title before clicking on buy now. If this is the correct course number and textbook, select the “**Add to Cart**” button.
Many courses have more than one title needed for that course. If more then one item is displayed, you are required to purchase each title listed.

Once you select a book to purchase, your shopping cart will display showing the books you have selected to purchase. Repeat the above process for all courses on your schedule.

When all textbooks are selected, proceed to “Checkout Now”

Only textbooks and merchandise required for a course can be charged to your student account. Clothing and other merchandise has to be purchased with a credit card.

Select your shipping method. Please note that there is a 1-4 day processing time on all orders so choose your shipping method with that in mind.

Select the “Shipping Method” button to calculate your actual shipping costs based on weight and delivery zip code. Sales tax is calculated by the zip code in the shipping address. New York state students are exempt from textbook sales tax by state law.
Payment method depends whether or not your financial aid was set up to cover your textbook purchases. If it was, select “Use my Student Account” to proceed to check out.

For students that have a $0 account balance, you must select to purchase your books with a credit card. Fill out the appropriate fields and proceed to Checkout.

This is your last chance to review your order. Once you have reviewed and are satisfied with your order, you must select the “Place Order” button to process your order.
Your order history will display at the bottom of “Your Account” information. If you think you have placed an order and nothing shows up in your history, then your order was not received.