1. Go to the Textbook tab and Find Textbooks:



2. Fill in you Course Information. (Or populate it from your Banner, through the "order my books" link.

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3. Select the titles and conditions you prefer:

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4. Add Items to Cart:



5. Review Cart and check out: **NOTE** that used/rental books might not be available and your total might change. This warning will pop up.

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6. This again is the warning about the availability in Used Books:



7. Renting? You will need an account. Already have one? You can sign in. It is recommended to create an account no matter what:

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8. *If applicable* Agree to the rental terms:



9. Enter in Shipping Information, be sure to select Free Ground Shipping if order is over \$75:



- 10. Rentals require a credit card, so be sure to enter that information:
- a. This will cover any overage your order may have that is over your alloted amount

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11. Now select BOOKSTORE VOUCHER for payment with your Voucher

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12. Enter your VOUCHER AND DEPARTMENT (HERRF, EOPS, Student Success, etc.):

- a. To use the \$250 Bookstore Voucher, be sure to list HERRF after your name.
- b. If you qualify for other forms, add those as well (EOPS, Student Success, etc.)
- c. Example: First Name Last Name HERRF EOPS
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13. Review and Place your order:



14. You're all set!



FURTHER NOTES:

- 1. If you have a voucher like this, we will charge that first then run any payment that remains on another form of payment. Keep this in mind if you have used books but we do not have any available and charge for new books.
- 2. Ensure you have another form of payment if the total is more than your financial aid award or your order will be cancelled.
- 3. Be sure to register an account so you can keep up to date with your bookstore needs.
- 4. If you have multiple forms of aid, ADD ALL FORMS OF AID to the order.
- 5. We will verify if you are on the lists of approved students. If you place an order and are not a confirmed student, order will be cancelled.
- 6. If you are ordering digital books, access will be granted once we process payment in our system, so there will be a slight delay.
- 7. We still hope to maintain the same turnaround we had over Summer School, where orders were turned around and delivered by next business day (within most of California) if order was placed before 3:00 PM.
- 8. If an order is out of stock and placed on backorder, we can still process it once it comes in.
- 9. As always, if you have any questions, please email <u>sm617@bncollege.com</u> and we will be happy to assist.