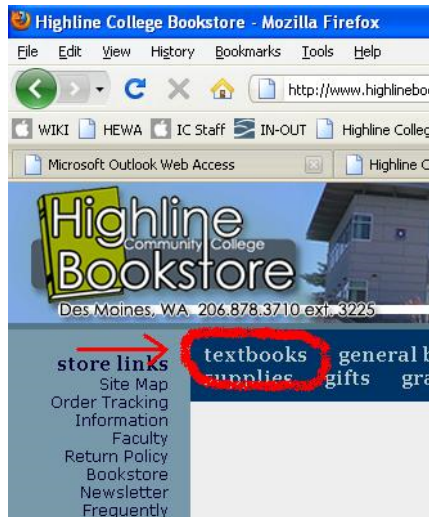
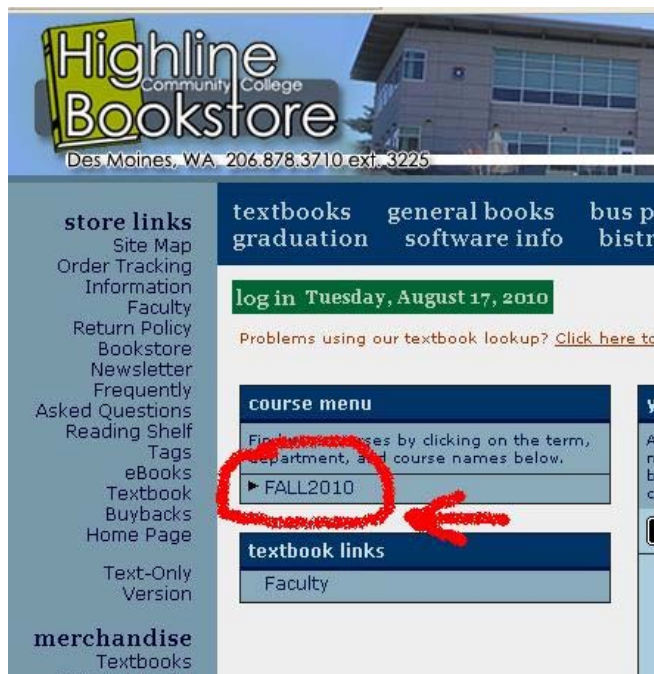


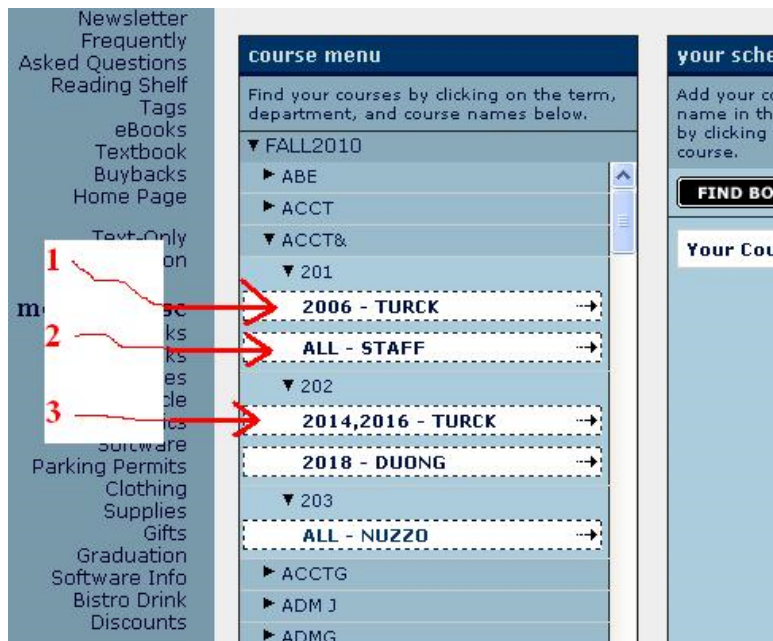
**Step 1:** Click the "textbooks" link at the top of the page.



**Step 2:** Click the name of the quarter for which you are buying textbooks. There should be only one quarter available for selection, be sure it's the correct one!



**Step 3:** Select your course abbreviate (e.g. "ENG&" or "BTECH"). A drop-down list will appear with available courses in that department.



***Some important things to know here:***

In example 1 above, notice the 4-digit item number "2006." This number is the four-digit item number that you used to register for the class, and you can find this on your printed class schedule.

If your 4-digit item number isn't listed, select "ALL" such as in example 2. In this case, "ALL" means "ALL OTHERS" (every other ACCT& 201 class that does not have a specific 4-digit item number listed).

In example 3 above, you'll see two item numbers listed. This means that both 2014 and 2016 are using the same textbooks. If you are in either class, select this option.

Once you select your course, it will move automatically to the blue box on the right. Navigate further down the list and repeat this process until all of your classes have been added to the list on the right, then click the button labeled "Find books for these courses."

*(An interesting point to note is that the ampersand ("&") denotes a class that falls under "common course numbering," a system that helps identify the same curriculum in classes taught at different institutions)*

**Step 4:** Select which textbooks/materials for each class you would like to purchase.

Course Materials for FALL2010

Select: [Required](#) [Optional](#) [All](#) [None](#)

ACCT&201, 2006 - FALL2010 Instructor: TURCK

*FINANCIAL ACCOUNTING W/ CONNECT PLUS SPICELAND/ THOMAS/ HERMANN ISBN: 959401	Add <input checked="" type="checkbox"/> Qty? 1 <input type="radio"/> New \$120.00
REQUIRED	
HCC FIN.ACCTG.LECTURE NOTES FALL 10 TURCK ISBN: 352065	Currently Not Available Online
REQUIRED	
FINANCIAL ACCT.-CONNECT PLUS ACCESS CODE SPICELAND ISBN: 894	Add <input type="checkbox"/> Qty? 1 <input type="radio"/> New \$53.50
ITEM IN BUNDLE	
FINANCIAL ACCT.-W/BUCKLE ANNUAL REPORT SPICELAND ISBN: 288	Add? <input type="checkbox"/> Qty? 1 <input type="radio"/> New \$209.50 <input type="radio"/> Used \$157.25 (Save \$52.25 off the New Price)
ITEM IN BUNDLE	
Course Total: \$120.00	

**Important notes about this screen:**

1. Notice that the first two items for this class say "REQUIRED," while the others say "ITEM IN BUNDLE." The "REQUIRED" items are just that--items your instructor has said are necessary to complete this course. By default, you can see that only "REQUIRED" items have the "Add" box checked.
2. If you select "Used" for a book that is not available used, you will receive a new book instead. You may or may not receive a call to confirm this, and this information is displayed during the order process.
3. The first item on the list is a bundle. Generally speaking, if a bundle is available for the class, it will be the very first item listed. Items listed below as "ITEM IN BUNDLE" are individual components of the bundle. It is almost always cheaper to purchase the bundle than to purchase the components separately, and not all bundle components can be purchased separately. Bundles are not usually available "used," because access codes, for example, can not be re-used once a student has used them.

**Step 5:** Check your "Grand Total" listed below the "Course Total" of the last course on your list. If you approve, click the button labeled "Add these books to my cart" to continue.

This screenshot shows a list of course materials. At the top right, it says "Course Total: \$120.00". Below this is a section for "SPAN&121, ALL - FALL2010" with three items:

- \*GEN CMBO SABIAS QUE:ONL WB/LM (VAN PATTEN, ISBN: 9780073496412, REQUIRED) - Add?  Qty? 1 - New \$251.50
- SABIAS QUE ONLINE MANUAL VOL.1 (ACCESS CARD) (VAN PATTEN, ISBN: 9780073289236, ITEM IN BUNDLE) - Add?  Qty? 1 - New \$64.75
- SABIAS QUE? (VAN PATTEN, ISBN: 9780073513164, ITEM IN BUNDLE) - Add?  Qty? 1 - New \$162.75, Used \$96.50 (Save \$66.25 off the New Price)

Below the items, it says "Course Total: \$251.50". At the bottom, a "Grand Total: \$371.50" is shown with a red arrow pointing to it from the left. Below the grand total is a button labeled "ADD THESE BOOKS TO MY CART" with a red arrow pointing to it from the right.

**Step 6:** Review the items in your cart. If you approve, click the button labeled "Check Out." If you need to remove a course, you may do so with the button to the left of the course.

This screenshot shows a shopping cart interface. At the top, there are navigation links: "parking permits", "clothing", "supplies", and "gifts". Below these is a "log in" link and the date "Tuesday, August 17, 20...". The main heading is "shopping cart" with a "total = \$371.50". Below this, there are two items in the cart:

- ACCOUNTING-CC201, 2006 - FALL (total = \$120.00)
- SPANISH-CC121, ALL - FALL2010 (total = \$251.50)

Each item has an "EDIT" and "DELETE" button to its left. A red arrow points to the "DELETE" button for the Accounting course. Below the items, there is a "total = \$371.50" and two buttons: "CHECK OUT" and "EMPTY CART". A red arrow points to the "CHECK OUT" button.

**Step 7:** Select a payment method. "Credit card" can also be a debit card as long as the card is capable of making "point-of-sale" purchases (it will have a logo on it for a credit card company, such as "VISA"). If you would like to pick your order up at the bookstore with no shipping charge, select that option now. Otherwise, we will ship the item to you using the shipping method listed.

SPANISH-CC121, ALL - FALL2010:		
*GEN CMBO SABIAS QUE:ONL WB/LM <small>new</small> REQUIRED	9780073496412	\$251.50

<b>Payment Option:</b> Credit Card Credit Card Student Voucher Account Fedex Ground	<b>Login</b> If you have shopped with us before Email: _____ Address: _____ Password: _____ <b>CONTINUE</b> <a href="#">Forgot your password? Click Here</a> <b>New Users</b> If this is your first visit, just click " <b>CREATE NEW ACCOUNT</b>
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**Please Note:** Only credit card orders can be shipped.

**Note:** If you have ordered from the bookstore before, you have created an account. Log in to proceed to checkout.

**Step 8:** If you have NOT ordered from the bookstore before, click the button labeled "Create New Account," and you will be directed to a screen where you will need to provide all necessary information. The information you enter on the left side (see below) **MUST MATCH EXACTLY** with the information your credit card company or bank has on file for the account that you're using (i.e. "Billing address" is the address your statements are mailed to, "phone number" **MUST** be the phone number the bank/company has on file for you!).

If you would like your order shipped to your billing address, be sure to check the appropriate box on the right. Otherwise, enter the address you would like your order shipped to. When you are finished, click the button labeled "Continue" at the bottom-right corner of the order screen.

\*\*\*\*\*

At this point, all that is left for you to do is enter your credit card information and complete the order. If you have problems completing your order, call the Bookstore at (206) 878-3710, ext. 3226 for assistance during normal business hours.

If you have trouble understanding these instructions, notice an error, or have a suggestion to improve them in any way, please [email Nick \(ndalton@highline.edu\)](mailto:ndalton@highline.edu) at the Bookstore with a detailed explanation. We welcome all comments and suggestions!