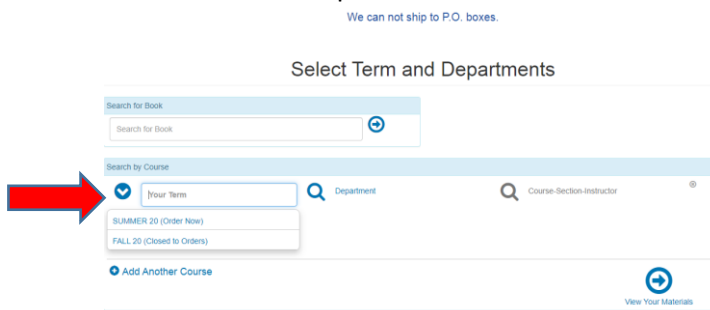


How to Order Textbooks On-line

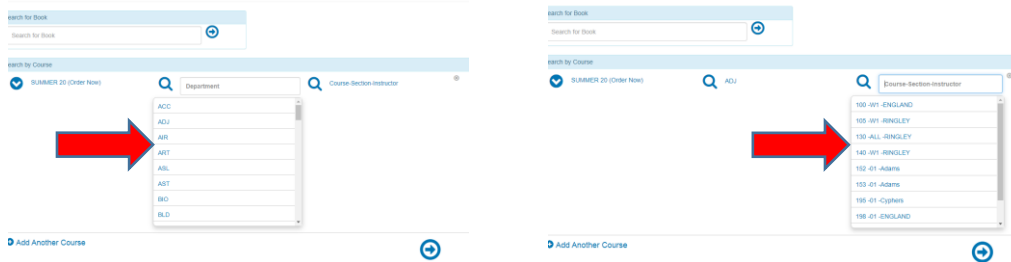
1. Visit MECC Bookstore's website at <http://bookstore.mecc.edu/>.
2. From the homepage, click on the red BUY/RENT button under TEXTBOOKS.



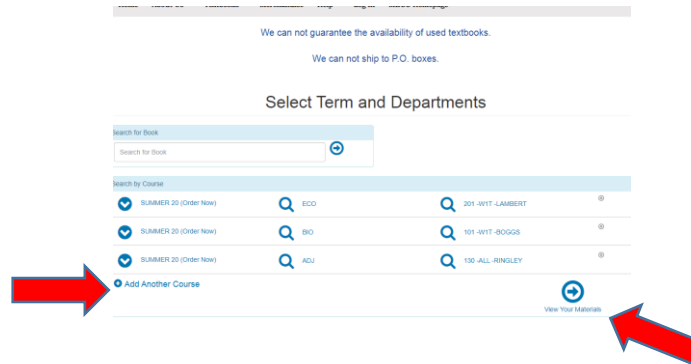
3. Select the term from the drop down arrow.



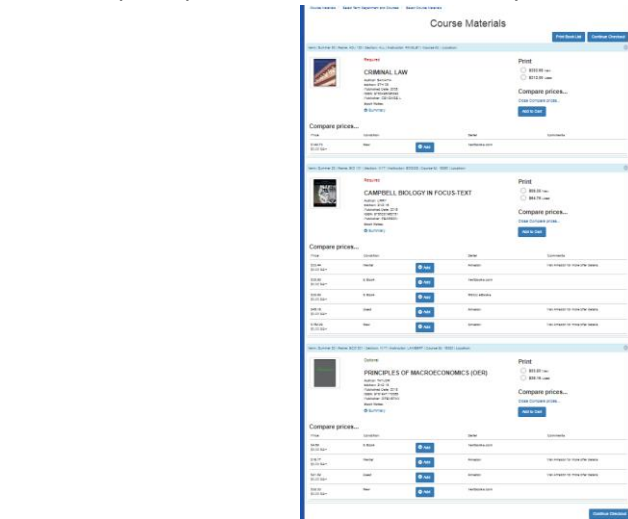
4. Using your schedule select the department (class) and then the Course-Section-Instructor.



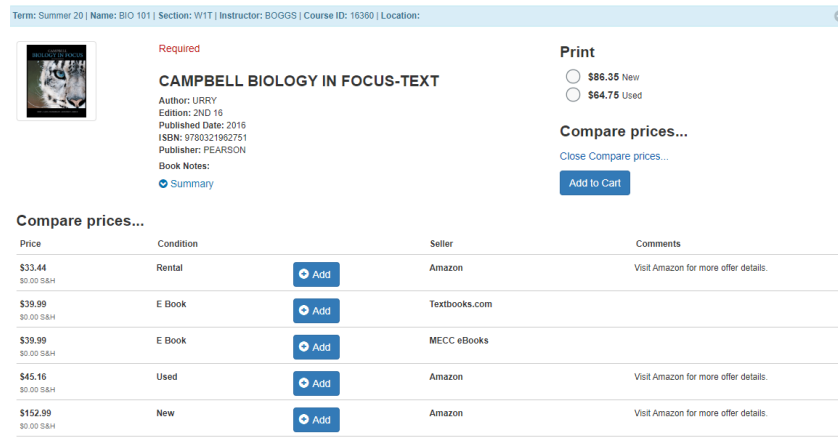
5. Select "Add Another Course" to keep adding your classes. Once you've entered all your classes, click "View Your Materials".



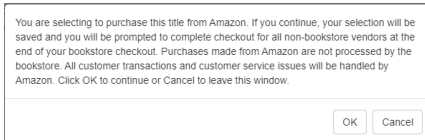
6. This will pull up a list of the textbooks for your classes.



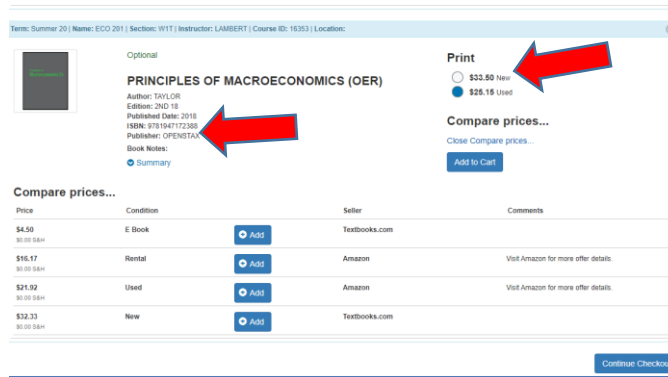
7. Next look at each individual textbook to determine your choices. Here you will see the Title, Author, Edition, Published Date, ISBN, and Publisher for each book. You can also read a summary of the book by selecting the down arrow beside "Summary". This information is provided so you can research other locations to compare pricing. Our site also provides comparison prices and even allows you to purchase from our site. Please keep in mind, however, that these are third-party vendors and you cannot use your financial aid to purchase from them.



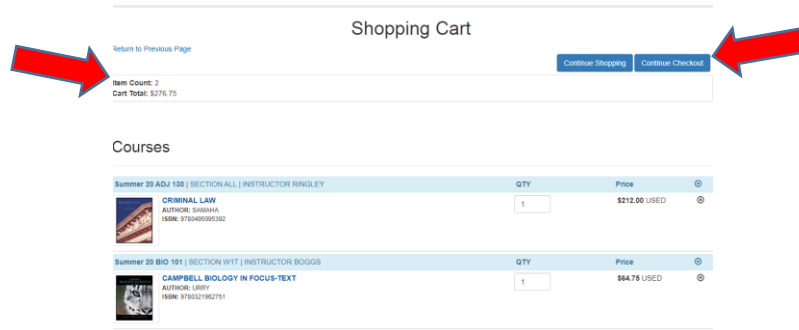
8. If you've chosen to purchase from one of the third-party vendors, you will see the following message and will be directed to their site at the end of your checkout. Please note, by choosing to purchase from a third-party vendor, via our website, we will receive a commission. So if you do buy elsewhere, do it through our site and let us share in the purchase.



9. If you've made the decision to buy from MECC Bookstore, select either new or used and click the "Add to Cart" button. Please note, we are not able to guarantee the availability of used books. However, selecting this shows us your preference, which we will honor if possible. Also, please note that if the publisher of the textbook is OPENSTAX, this is a book that is available to you free as an e-book through your class on Canvas. You only need to purchase here if you prefer to have a hard copy of the textbook. Once you've added all your textbooks to your cart click "Continue Checkout".



10. Here you will see your shopping cart and all the textbooks you selected to purchase, including your new or used selection, and the item count and total for your cart. Please note, this total is based on your selections and could change if there are no used books available. You can also choose to add to the quantity here, if you really want more than one of those textbooks 😊. Or you can continue shopping if you realized you missed something. Once you are satisfied with your selections, click "Continue Checkout".



11. It is at this point you will be asked if we don't have the condition you prefer (new or used), is it ok for us to substitute the other condition? **You should always choose yes.** Otherwise, your order can be held up while we are attempting to contact you to get permission to substitute.

If the condition (New/Used) of a textbook you ordered is no longer available, may we substitute with another condition?

YES

NO

Every effort is made to fill the order with the condition of the textbook that you requested when you placed your order. If there are no more available when your order is processed, you can give the bookstore permission to fill the order with another condition by answering "Yes". The order total will be adjusted for any price difference when shipped. You will be able to review the shopping cart and update this option for individual books before you submit the order.

12. Next you will be asked if you would like us to add any course materials to your order. Most customers select “Do Not Add To Order”.

In the event the instructor changes the materials for your course, how would you like us to update your order? ⓘ

Add Only Required
 Add All Materials
 Do Not Add To Order

Continue Back

If an instructor changes course materials before an order is processed, we will remove unnecessary items. However, for materials your instructor may add to the course, please indicate if the bookstore should adjust your order when it is filled.

Back

13. The next question asks one more time the condition of the books you prefer (new or used). This is strictly your preference and we will always honor it when possible.

If we substitute or add course materials to your order, what condition would you prefer? ⓘ

Select One:

NEW
 USED

Continue Back

If you allow the bookstore to make changes to your order when it is filled, select the condition of textbook you prefer. An alternate condition is only shipped if your preference is not available at that time.

Back

14. Once you have answered all the questions, you will again see your cart, however it will show you the total now with substitutions. When ready, click on “Payment Options”.

Home About Us Textbooks Merchandise Help Log In MECC Homepage

Shopping Cart

Return to Previous Page

Item Count: 2
Cart Total: \$276.75

Continue Shopping Payment Options

Cart Total With Substitutions: \$369.00

Courses

Course	Update Order	Update Preference	QTY	Price
Summer 20 ADJ 130 SECTION ALL INSTRUCTOR RINGLEY Preferences: ⓘ Substitute: YES ⓘ CRIMINAL LAW AUTHOR: SAMAHNA ISBN: 9780495095392	DO NOT ADD TO ORDER	USED	1	\$212.00 USED
Summer 20 BIO 101 SECTION WIT INSTRUCTOR BOGGS Preferences: ⓘ Substitute: YES ⓘ CAMPBELL BIOLOGY IN FOCUS-TEXT AUTHOR: LIPPY ISBN: 9780321982751	DO NOT ADD TO ORDER	USED	1	\$64.75 USED

15. This is where you must either login to your account, or create an account if this is the first time you have used the site. To register, click on “First time users please register”. This is where you will enter your billing and shipping address. This will only need to be done the first time. When you revisit the site, you will be able to just login with the user name (email) and password you chose.

MECC BOOKSTORE

Home About Us Textbooks Merchandise Help Log In MECC Homepage

Log In

Email Address *

Password *

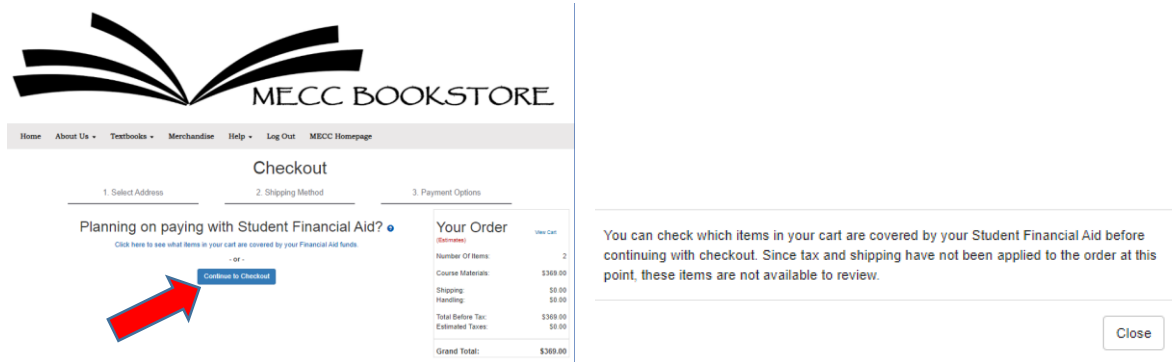
Forgot Your Password? Register Here

Login

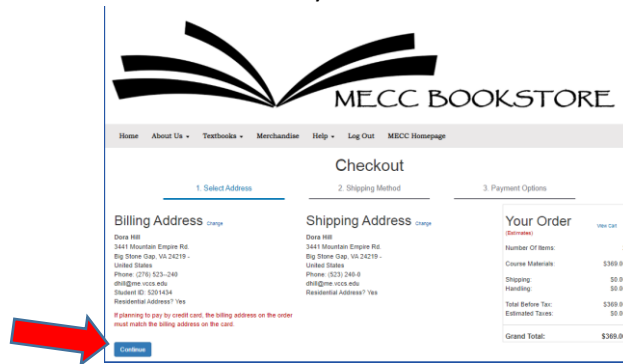
Please enter your login information.

First time users please register

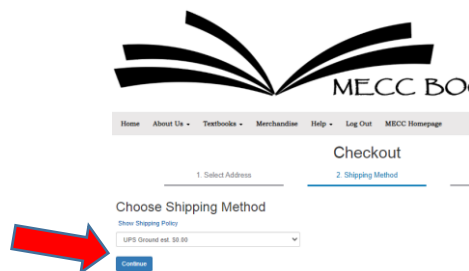
16. Once you login you will be taken to the Checkout screen. First you will see a message regarding your financial aid. Here you can see which items, in your cart, your financial aid will cover. All textbooks are covered. You will also see the estimated total for your cart. This is based on new prices and will change if your preference was used books and they are available. Next click “Continue to Checkout”.



17. Next you will be asked to verify your billing and shipping address with the ability to make changes if necessary. Please note, that if you are paying by credit card, the billing address must match the billing address of the card. **Also, UPS cannot ship to a PO Box, so make sure your shipping address is not a PO Box.** Otherwise, this will delay your order while we attempt to contact you to get a street address. Once your addresses are correct, click “Continue”.



18. The next step is to choose your shipping method. We only have one option available, UPS Ground. Please note, no shipping amount will show until the order is processed, however, you are charged only the cost charged by UPS, dependent on shipping location and weight, unless we are offering free shipping. “Click Continue”.



19. Now you are ready to enter your payment information. Choose credit card or student financial aid from the drop down arrow. If using credit card, fill in your credit card information. If using financial aid, enter your student ID number as the Account Number and check the verification box, authorizing MECC Bookstore to charge to your student financial aid account. Click “Submit Payment”.

The image displays two screenshots of the MECC Bookstore checkout process. The left screenshot shows the 'Payment Information' section with a red arrow pointing to the 'Choose Payment Option' dropdown menu. The right screenshot shows the 'Payment Information' section with a red arrow pointing to the 'Order Comments' text box.

Left Screenshot: Payment Information

1. Select Address | 2. Shipping Method | 3. Payment Options

Payment Information

Choose Payment Option
Credit Card

Card Type
VISA

Card Number

Name on Card

Expiration Date
Month Year

Card CVV

Order Comments

Review Cart

FINANCIAL-MANAGERIAL...WCCENGAGENOW QTY: 1 \$207.00

Submit Payment

Grand Total: \$207.00

Your Order

Number Of Items: 1

Course Materials: \$207.00

Shipping: \$0.00

Handling: \$0.00

Total Before Tax: \$207.00

Estimated Taxes: \$0.00

Grand Total: \$207.00

Submit Payment

Need Help?

Right Screenshot: Checkout

Home | About Us | Textbooks | Merchandise | Help | Log Out | MECC Storepage

Checkout

1. Select Address | 2. Shipping Method | 3. Payment Options

Payment Information

Choose Payment Option
Student Financial Aid

Account Number *

By checking this verification box I authorize the use of my available Student Financial Aid funds to pay for books and merchandise. Funds withdrawn should cover these funds for any orders. I will be responsible for the charges. ATTENTION: STUDENT ID MUST BE ENTERED FOR ORDER TO BE PROCESSED. ORDERS PAID BY THIRD PARTY AGENCIES OR PAYMENTS, SIRS, ETC WILL NOT BE PROCESSED UNTIL STUDENT FIRST CONTACTS BOOKSTORE AT 206-525-7445.

Click here to see what items in your cart are covered by your Financial Aid funds.

Would you like to apply a payment to your order before applying your Financial Aid funds?
 Yes No

Order Comments

Review Cart

FINANCIAL-MANAGERIAL...WCCENGAGENOW QTY: 1 \$207.00

Submit Payment

Grand Total: \$207.00

Your Order

Number Of Items: 1

Course Materials: \$207.00

Shipping: \$0.00

Handling: \$0.00

Total Before Tax: \$207.00

Estimated Taxes: \$0.00

Grand Total: \$207.00

Submit Payment

Need Help?

20. You will receive a confirmation email that your order has been submitted.