

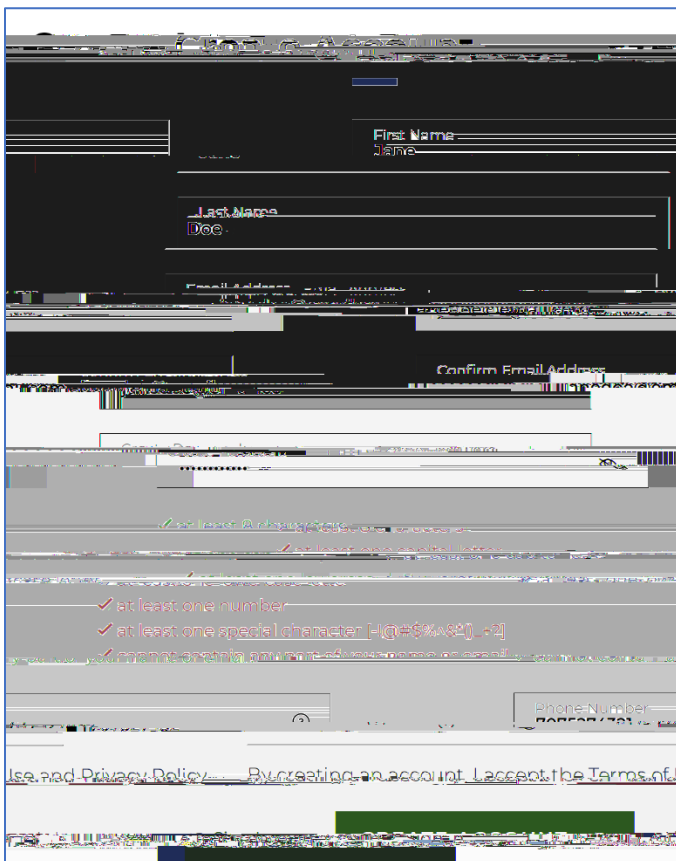
Go to [www.nvcbookstore.com](http://www.nvcbookstore.com) to place online orders.

If you do not yet have a campus store account, you must create one to make it easier for you to track your orders in the future.

On the homepage, go to the top right corner and click SIGN IN.

If you already have an account, enter your Email Address and Password.

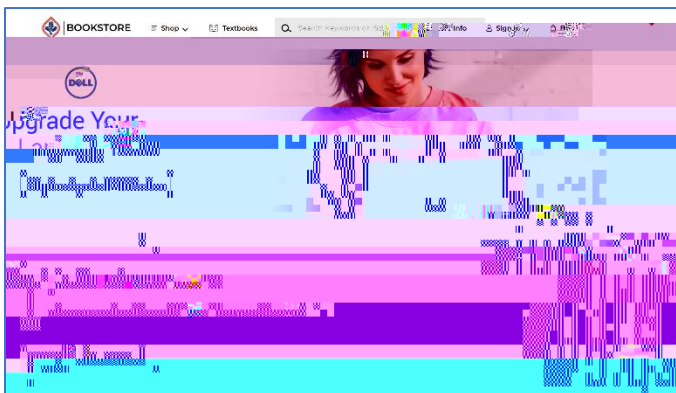
If not, click on CREATE ACCOUNT.



To create your account the first time, enter the information required.

Please make sure you enter an email address you have access to and actually check. All information regarding your online order will be sent to this email. You will also use this email to log in.

Please note the requirements for creating a password.

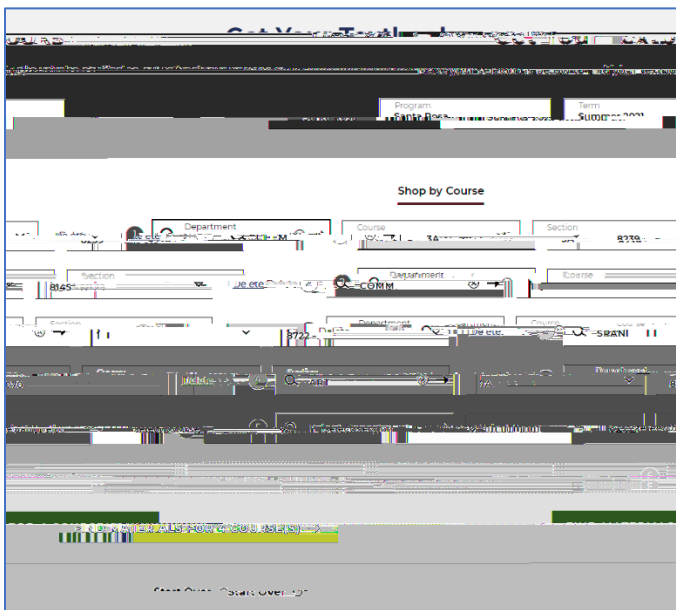


You can search for textbooks either by Title/ISBN or by Course/Class Schedule.

Go to the home page by clicking on the BOOKSTORE ICON on the top left of the website.



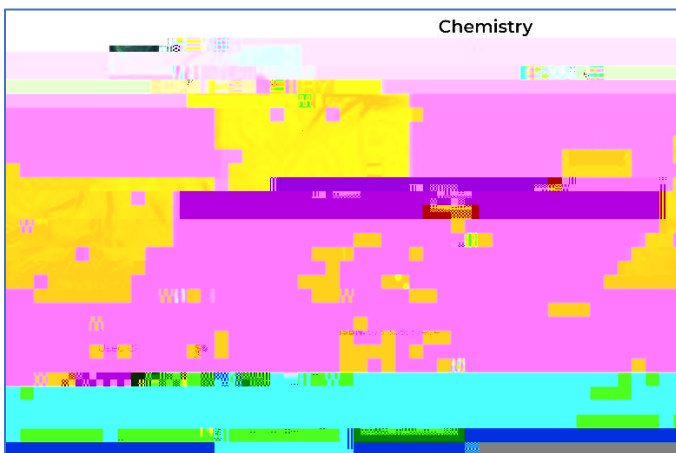
On the *Search Box* on top of the Homepage, enter the Title or ISBN of the books you are looking for. The ISBN is the number usually by the barcode.



On the Homepage, click on *Find Courses*. Enter your class schedule using:

Department / Course / Section

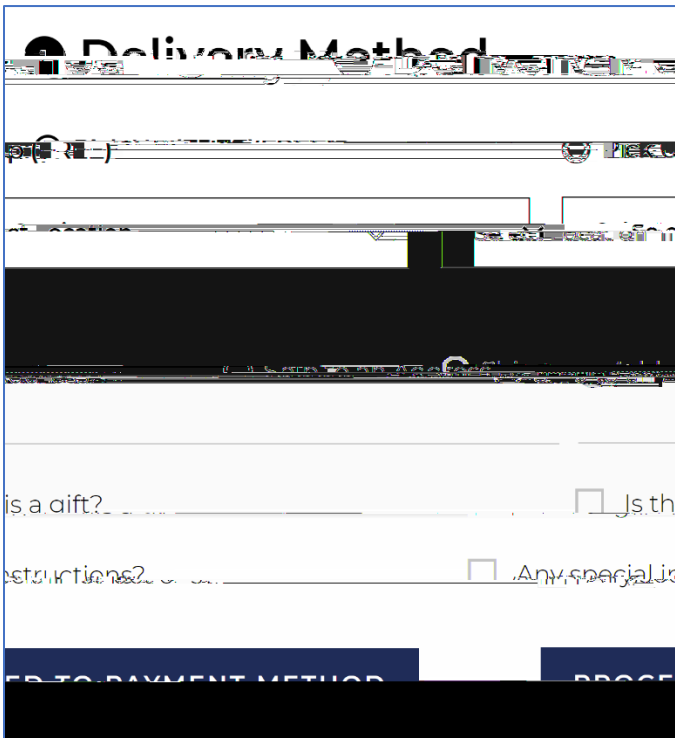
Enter your entire class schedule so your search will show your materials for all your courses. See the image on the left as an example.



Your searched courses will show, including any books and supplies for the course. Note the available options if a book is available to purchase or rent, or if there is a print version or digital ebook available.

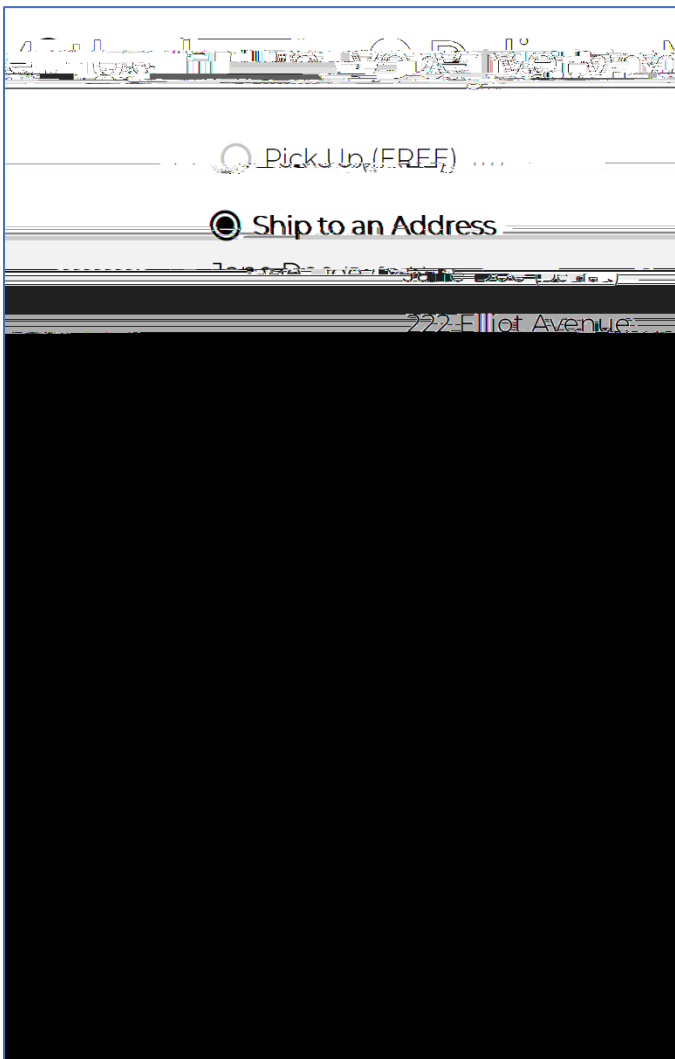






Choose your Shipping Method based on how quickly you would like to receive your order once it is shipped. Campus pick-up, if available, is free. You may also ship to an address for an additional shipping fee.

Please note that you are paying a one-time flat-rate for shipping, even if the campus store sends your order in multiple shipments.



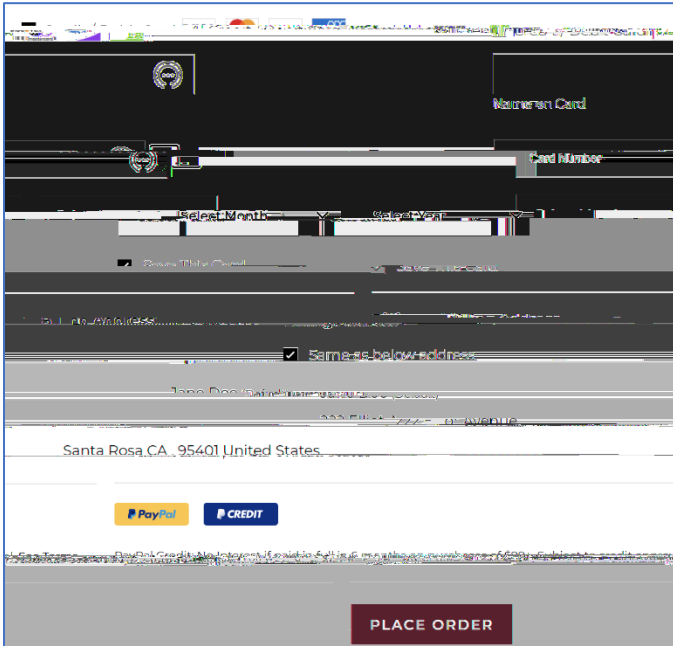
If you have not entered a shipping address on your profile, you will be required to add a new shipping address to your profile at this point, even if you are choosing pick-up.

Please double check that your shipping address is correct.

After you enter your shipping address, click on

You may add additional shipping addresses by clicking on the [ADD NEW SHIPPING ADDRESS](#) link.

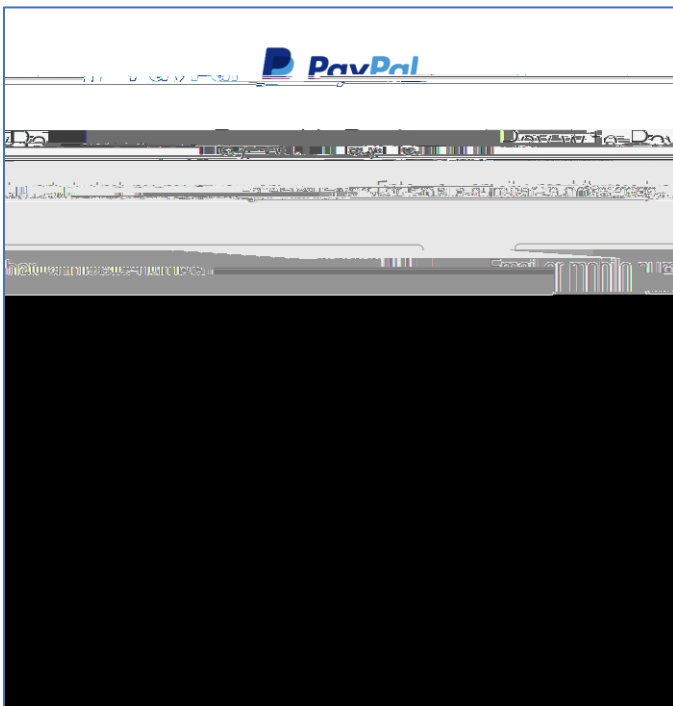
When you have your shipping address and shipping method confirmed click on [PROCEED TO PAYMENT METHOD](#).



To pay with your credit / debit card click on the CREDIT/DEBIT CARD box. You need to enter your card information.

Please double check your card information (numbers and expiration date) and billing address to ensure that your order payment processes correctly.

Errors in your payment information may delay your order.



To pay with PayPal, click on the PAYPAL icon. You need to enter your PayPal information to access your account as a form of payment.

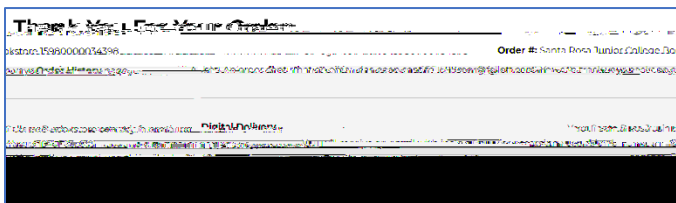
To use your book voucher, click on the checkbox  
BOOK VOUCHER or FINANCIAL AID.

If your available voucher funds are not enough to pay for the whole order, you will be asked to enter a credit / debit card to pay for the remaining balance on your order.

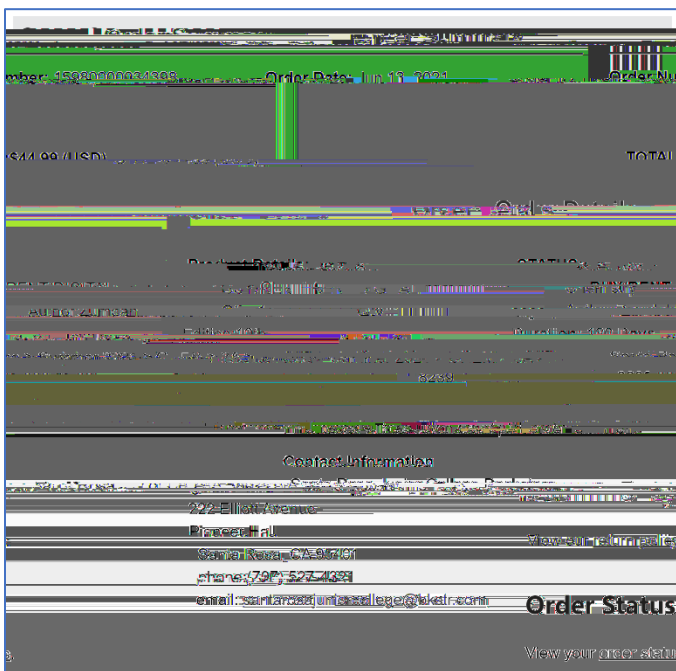
Please double check your card information (numbers and expiration date) and billing address to ensure that your order payment processes correctly.

The Order Summary will show how much available voucher funds are applied to pay for your order, and the amount due of the remaining balance that you need to pay with your debit / credit card.





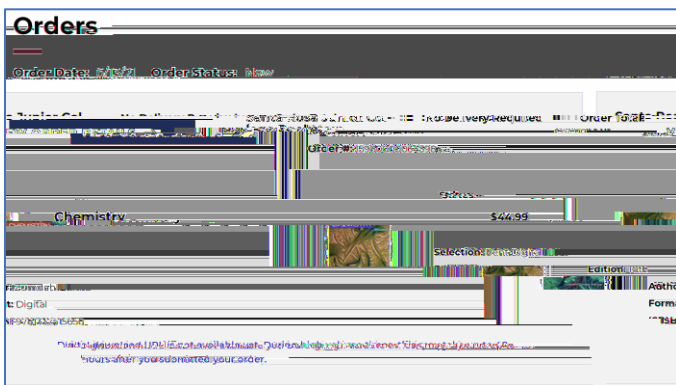
Click on PLACE ORDER when you are done. A confirmation will appear that your order has been place. Please note the Order # provided. You will be asked to provide your Order # for any inquiries or assistance regarding your order.



You will receive an email confirmation of your order that it is in process. You will receive a second email when your order has been processed.

Your campus store will only process payment for items that are available to ship to you. Any backordered items will not be charged until the inventory becomes available. You may receive multiple emails for items processed individually.

If you chose your order to be shipped to you, your items may ship to you in separate shipments. We only charge you a one-time shipping fee regardless of how many shipments it takes to send your order.



You will receive a separate email when items are available for store pick-up or are shipping out. Orders shipping out will contain your tracking information. Your order may be shipping out in multiple shipments due to availability. Please check your junk mail for Follett emails.