Step 1

Step 2
From the NTC Popular Links dropdown menu, select “Bookstore.”

Step 3
Login or create a new bookstore account by clicking “login.”
Step 4
Click “Create an account.”

Step 5
Follow the step-by-step onscreen instructions to create your NTC bookstore account.

For your bookstore email: Use your NTC student email account or any other messaging system.

For the password: Use your default NTC password or a different self-created combination.

Step 6
If you already have an existing NTC bookstore account or once you have created one following the aforementioned steps, login.
Step 7
Once logged in, click “Textbooks.”

Step 8
From the dropdown menu, select the appropriate semester and click “Go.”

Step 9
Click “Text-Course Textbooks.”

Step 10
Click the appropriate course number.

Tip: They’re listed in numerical order. Your course number is available on your student schedule.

Step 11
Click the appropriate section.
(ie online or the default option available)
Step 12  
Review books for class and update quantities as appropriate.

Step 13  
Update your book selection:

New:  
Book has never been used.

New Rental:  
You borrow the book for the semester with a specific return date.

Used:  
Book has been used and may have writing or highlights on the inside.

Step 14  
Click “add selected books to cart.”

Tip: Optional books are not required for your class, however, they may assist you with learning the course material. You will be able to proceed through your class without the book but may find it useful.
Step 15
Continue shopping and adding books to your cart.
Once you have all your books, click “continue to checkout.”

Step 16
If renting a book, review the “rental terms and conditions” and click your agreement.

Step 17
Enter a coupon code, if application.
Note this is not for gift cards or financial aid.

Step 18
Click “checkout.”
Step 19
Enter shipping information even if you plan to pick up your books from the bookstore.

Step 20
Select shipping method. There is no shipping charge for picking up books. There is a shipping charge for UPS.

Step 21
Click “continue to payment.”
Step 22
Review the summary of charges.

Step 23
Select your payment method.

Credit Card: You will be prompted to provide information.

Buy Back Account: If you previously sold your books back to the bookstore, you can now apply that money toward your balance.

Financial Aid: During certain times of the year you can select Financial Aid to charge books against your FAFSA award.

Agency Funded: If you have an approval from an agency and that account has already been created, you may select this option.

Step 24
Enter your student ID.

Step 25
Click “review your order.”
Step 26
Review your order including:

- Ship To
- Special Instructions
- Payment Info
- Billing Address
- Books Request
- Total Charges

Step 27
Click “place my order.”

## Review Your Order

Please review the information below to ensure it is correct.

### Shipping Info

- **Ship To:**
  - First Last
  - Address
  - City, ST Zip
  - US

### Special Instructions:

### Order Summary

<table>
<thead>
<tr>
<th></th>
<th>View details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal</td>
<td>$51.75</td>
</tr>
<tr>
<td>Shipping</td>
<td>$0.00</td>
</tr>
<tr>
<td>(WAUSAU CAMPUS PICK UP)</td>
<td></td>
</tr>
<tr>
<td>Tax</td>
<td>$2.85</td>
</tr>
<tr>
<td>Order Total</td>
<td>$54.60</td>
</tr>
</tbody>
</table>

### Payment Info

- **BUYBACK ACCOUNT:**
  - 123456789

### Billing Address To:

- First Last
- Address
- City, ST Zip

### Books Request

<table>
<thead>
<tr>
<th>Psychology</th>
<th>Price</th>
<th>Qty</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW (Rental), SUMMER 2011, COURSE TEXTBOOKS, 10-809-198, ALL ISBN 1-4292-1597-6 Rental; Due Date: 8/19/2011 11:59:59 PM view agreement</td>
<td>$51.75</td>
<td>1</td>
<td>$51.75</td>
</tr>
</tbody>
</table>

You will be charged:
$54.60 by NTC Bookstore

**Place Order**
Step 28
Review and print your receipt.

Step 29
Check your email to view your confirmation of your order and estimated time line for pickup/delivery.

Congratulations, your books are ordered!