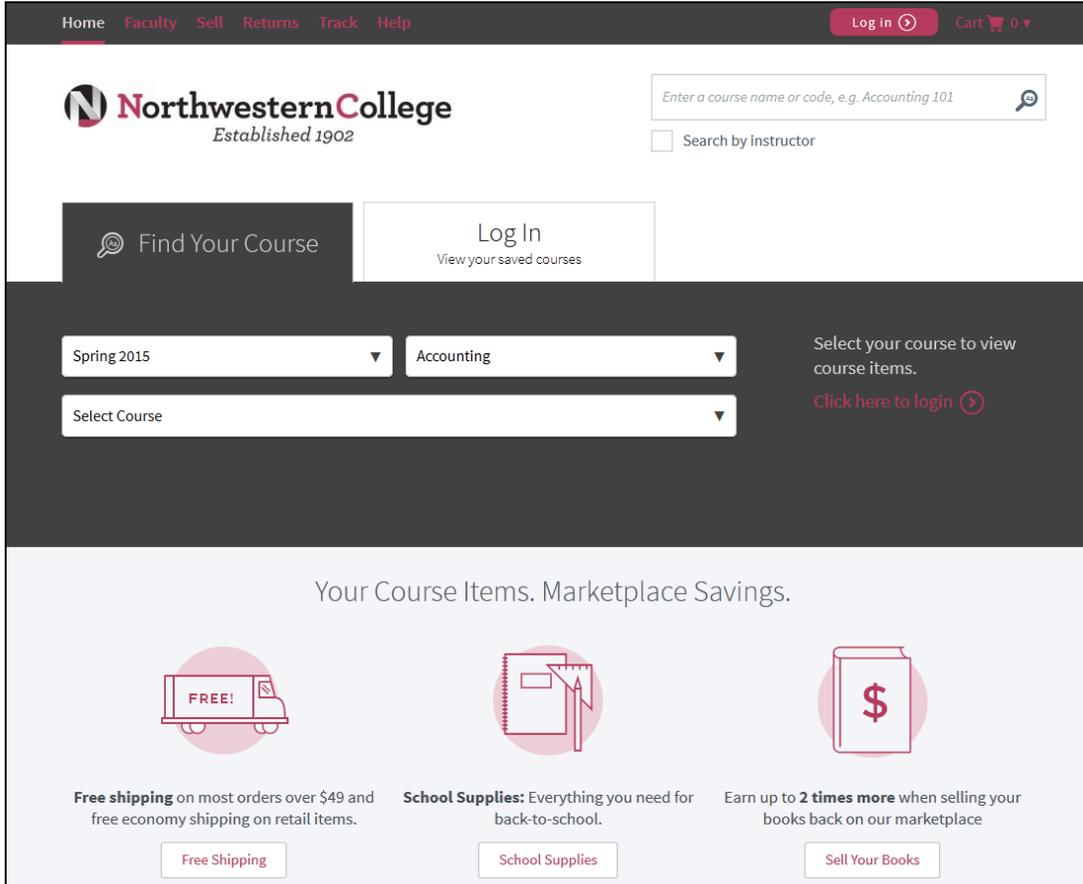


## How to Order Books from the Online Bookstore

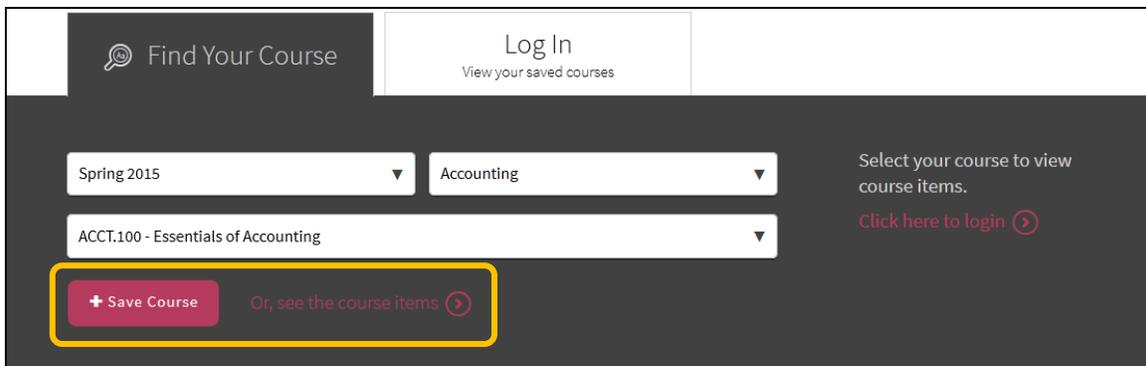
To order your books through TextbookX, the official school-sanctioned bookstore, please follow the instructions below.

1. Go to [NC.TextbookX.com](http://NC.TextbookX.com).



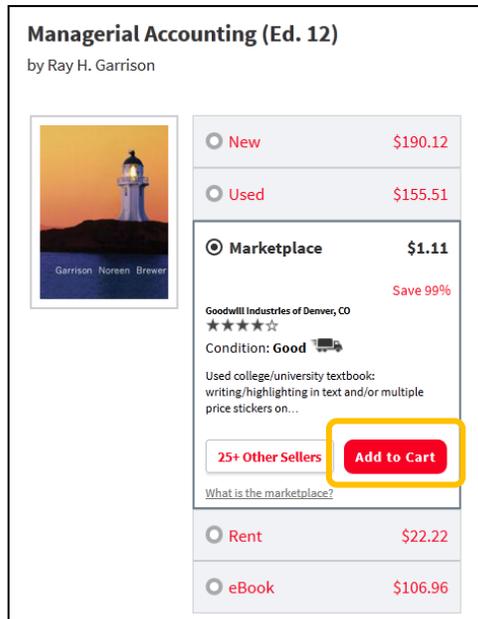
The screenshot shows the TextbookX website interface. At the top, there is a navigation bar with links for Home, Faculty, Sell, Returns, Track, and Help. A 'Log in' button and a cart icon with '0' are also visible. Below the navigation bar is the Northwestern College logo and a search bar with the placeholder text 'Enter a course name or code, e.g. Accounting 101'. A checkbox for 'Search by instructor' is located below the search bar. The main content area features a 'Find Your Course' button and a 'Log In' button with the subtext 'View your saved courses'. Below these buttons are three dropdown menus: 'Spring 2015', 'Accounting', and 'Select Course'. To the right of these dropdowns, there is a prompt 'Select your course to view course items.' and a link 'Click here to login'. At the bottom of the page, there is a section titled 'Your Course Items. Marketplace Savings.' with three icons: a truck labeled 'FREE!', a notebook and pencil labeled 'School Supplies', and a book with a dollar sign labeled 'Sell Your Books'. Each icon has a corresponding text block and a button below it.

2. Search for your course using the drop down menu, then choose to:
  - a. View course materials only for that course.
  - b. Click +Save Course to begin creating a personalized booklist – this allows you to view course materials for multiple courses at once (note, you will need to login).



This screenshot shows a closer view of the course selection process. The 'Find Your Course' button is highlighted. Below it, the dropdown menus are filled with 'Spring 2015', 'Accounting', and 'ACCT.100 - Essentials of Accounting'. The '+ Save Course' button is highlighted with a yellow box, and the text 'Or, see the course items' with a right-pointing arrow is also visible.

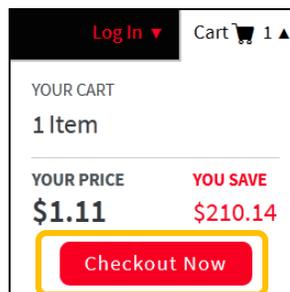
- Select your materials – choose from the new, used, Marketplace, eBook, and rental options available.



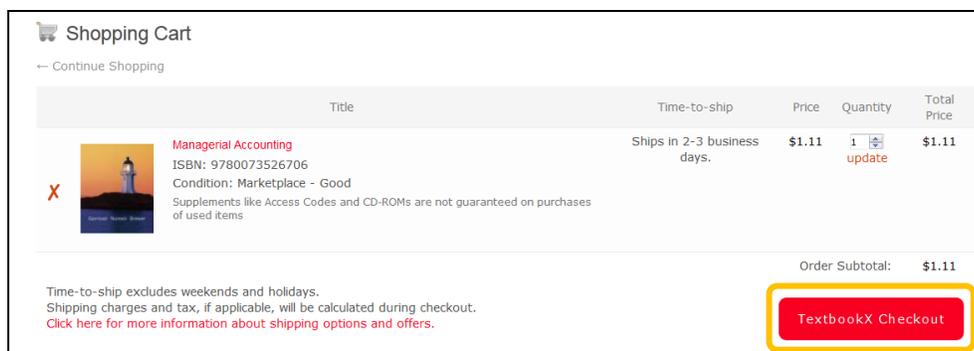
- ✓ For new and used books, if your order totals \$49 or more, you will not be charged for economy shipping. If your order is less than \$49, your shipping charges will be calculated in your shopping cart.
- ✓ If you order your books from the Marketplace, the shipping rate is set by the seller. Please note Marketplace books also have a different return policy.
- ✓ There is no shipping charge for eBooks. The cost of the eBook is not counted toward your \$49. minimum purchase for free economy shipping.
- ✓ If you order a rental, the shipping charges will be calculated during checkout.
- ✓ If you wish to rent a book, you must provide a credit card number at check out. Although you may use your financial aid book voucher to pay for the rental fee, TextbookX will retain your credit card information in case you do not return the book.

Once you select your purchasing option, click the blue “Add to Cart” button.

- After selecting all your books, click the cart icon and then “Checkout Now” button in the upper right hand side of the screen to begin the checkout process.



- Review all of the items in your cart, and then click the “TextbookX Checkout” button.



- Enter your email address to begin the checkout process. If you are a first time user, you will have the option to create an account at the end of the checkout process. If you are a returning user, simply enter your password.

- Enter your shipping address (please be sure that the address you provide can receive packages) and then click “Continue.”

- Choose the shipping option for each of your books. You will have a choice between “Cheapest,” “Standard,” and “Fastest.” Once you select your shipping option, click “Continue.”

- Enter your payment information and billing address. If you are using a financial aid book voucher, enter it in the designated box located under “Have a School Voucher or Gift Certificate?” and click “Apply.” You will see your total updated automatically. If there is a remaining balance after applying your financial aid voucher, or if you are renting a textbook, you will need to enter your credit/debit card information.

- After completing all the information click “Submit Order” and an order confirmation email will be sent to the email address tied to your TextbookX account.