

## 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 <u>NC.TextbookX.com</u>.

Home Faculty Sell Returns Track Help		Log in 🕥 Cart 📜 0 🔻				
NorthwesternCo	llege	Enter a course name or code, e.g. Accounting 101				
Established 1902	0	Search by instructor				
	Log In View your saved courses					
		Salact your course to view				
Spring 2015	Accounting	course items.				
Select Course		Click here to login (>)				
Your (	Course Items. Marketp	lace Savings.				
FREE!		\$				
Free shipping on most orders over \$49 and free economy shipping on retail items.	School Supplies: Everything you r back-to-school.	eed for Earn up to <b>2 times more</b> when selling your books back on our marketplace				
Free Shipping	School Supplies	Sell Your Books				

- 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).

🔊 Find Your Course	Log In View your saved courses		
Spring 2015	▼ Accounting	V	Select your course to view course items.
ACCT.100 - Essentials of Accounting		•	
+ Save Course Or, see the course	se items 🕥		

3. 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.

4. 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.

Log In 🔻	Cart 🐺 1 🔺	
YOUR CART		
1 ltem		
YOUR PRICE	YOU SAVE	
\$1.11	\$210.14	
Checkout Now		

5. Review all of the items in your cart, and then click the "TextbookX Checkout" button.

🐺 Shopping	Cart				
← Continue Shoppi	ng				
	Title	Time-to-ship	Price	Quantity	Total Price
X Enter here the	Managerial Accounting ISBN: 9780073526706 Condition: Marketplace - Good Supplements like Access Codes and CD-ROMs are not guaranteed on purchases of used items	Ships in 2-3 business days.	\$1.11	1 🜩 update	\$1.11
			Orde	r Subtotal:	\$1.11
Time-to-ship exclu Shipping charges Click here for mor	ides weekends and holidays. and tax, if applicable, will be calculated during checkout. e information about shipping options and offers.		Text	bookX Che	ckout

6. 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.



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

Shipping Address:		Saved Addresses				
* Your Name:						
* Street Address:		- Add new address				
School Name or Apt. #:		Shipping Tips:				
* City:		If shipping to a campus or business, please include both your name and the name of the				
* State:	▼ *Zip Code:	school or business				
* Contact Phone:		<ul> <li>If you enter a PO Box, you will not be able to choose UPS shipping for your order</li> </ul>				
Label:	Label address e.g: work, home	<ul> <li>APO or FPO orders may take a minimum of 14 days for shipping once the order has been processed due to the nature of the delivery address</li> </ul>				
		Continue				

8. 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."

oose the Ship	ping Level for Your Order				
Choose your	shipping levels		All To Cheapest	All To Standard	All To Fastest
TextbookX	Direct (1 book)				
angere at	Principles of Biology \$120.00, Qty 1, Condition: New	Service	Cost	Estimated Delive	ry Range
BIOLOGY		Cheapest	\$0.00	Wed Feb 4 — Tue	e Feb 17
N 10	9780073532271	Standard	\$7.46	Tue Feb 3 — Mo	n Feb 9
* Ø		Fastest	\$23.96	Mon Feb 2 — Tu	e Feb 3
					Continue
		Fastest	\$23.96	Mon Feb 2 — Tu	

9. 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.

Have a School Vou	cher or Gift Certificate ?		Saved Codes Type	Code	Exp.date	Amount	
Enter New Code:		Apply	Gift Certificate	****M53V	-	\$200.00	1
			Gift Certificate	****YX048	21	\$53.15	
Enter Credit Card:			Billing Address:				
Saved Credit Cards:	- Add new credit card -	*	Same as Shippin	g (Ö)	nternational Add	ress	
Name on Gard.			* Street Address				
"Card Number:			School Name or Apt. #				
Card Type:	VISA VISA						
*Expiration Date:	* *		- City.				
	Care cradit card	<b> </b>	* State	*	*Zip Code:		
	adve creak card		*Phone				

10. 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.