Below are the step-by-step instructions for ordering textbooks.

1. Visit the Bookstore's website http://bookstore.rctc.edu
2. Click "Login" at the top right of the webpage.
   a. If you have ordered books online through the Bookstore' site use your past log in.
   b. If this is your first time, click "Create a Student Profile".
   c. Create a Username and Password, then fill out your billing address, shipping address, and your student ID. Then click "Submit Profile" on the bottom of the page. *We ship via UPS ground.*
3. To order books-select the "Textbooks" option on the top, then click Order textbooks. Read over this page and Click "I Accept".
4. The next page allows you to select the Term and Departments.
   a. The term should be set to the current term, but if it is not, you can click the down arrow and change it.
   b. Next, click on "Department" and select your subject. Ex. BUS
   c. Next click on your Course and Section Number. Ex. 1101-01.
   d. If you have another course, you can add it. Once you have entered all your courses, click "View Your Materials."
   e. Choose the radio box with either New/Used/Rental New or Used or Digital then "Add to Cart".
   f. **Optional Books are NOT Required. You can purchase an optional book, but it is not mandatory.**
   g. Click "Continue Checkout".
   h. The following message pops up: "All textbook totals are calculated at the time of order using "new" prices. We strive to fill textbook orders with the requested condition, NEW/USED. If the requested condition is not available, your order will be filled with the next available condition. Final charges on textbook orders are placed at the time of processing and will change according to the NEW/USED condition of the book pulled. Your confirmation email is not the final processed amount of your order then click "I Agree".

i. The next pop-up says: "In the event the instructor changes the materials for your course, we will fill your order with the preferred condition if available. If that condition isn't available we will fill the available condition. Prices are subject to change on all textbooks. Your order confirmation email amounts may differ at the time of processing, dependent on what condition of the book your order is filled with. Select one of the options and click Continue.

j. Another pop-up says "If your preferred condition is not available we will fill your order with the condition that is. Your original confirmation amount will be updated according to the USED/NEW condition in which your order was filled with.

k. If you also ordered a Rental book choose Rent or Purchase, then click Save

Prices are subject to change on all textbooks. Your order confirmation email amounts may differ at the time of processing, dependent on what condition of the book your order is filled with.

5. If you are done shopping click on "Payment Options".

6. The next page choose how you would like to receive your order. Pickup at Bookstore, or UPS, then Save and Continue.

7. If you choose Ship order, verify your shipping address, if changes need to be made click change. If everything is correct click "Save and Continue".

8. Payment options, if you ordered a rental book check the Rental Agreement statement.

9. If you are wanting to pay with "Financial Aid." Click the drop down arrow next to credit card and choose Financial.Aid/3rd Party/PSEO. Type your **RCTC Student ID** (*8-digit number that is on your RCTC Student Picture ID*) in the "Account Number" box and check the box that says "**By checking this verification box below, I AUTHORIZE RCTC TO USE MY FEDERAL/STATE FINANCIAL**" and click "Submit Payment". (*Financial Aid is only valid during specific dates generally the first weeks of the Semesters*)

a. If you are paying with a **CREDIT/DEBIT CARD**, chose Visa or Mastercard, enter the card information, name, and expiration date and click on "Save and Continue" Then Place Order

b. An order confirmation page should come up and you should receive an email confirmation.