Ordering Textbooks

1. Go to www.madisoncollegebookstore.com



- 2. Click on "Textbooks"
- 3. Order textbooks
- 4. Enter either your five digit class number, ISBN of the book or department, course and section number.
- 5. Click "add selection"
- 6. Continue until all of your courses have been added
- 7. Then click get course materials
- 8. Click add to cart button for the books that you want to purchase
- 9. Go up to the cart icon in the top right hand corner and click on the cart button



- 10. Click checkout
- 11. Review your order and click continue to checkout
- 12. Select order update action and click the checkbox
- 13. Click continue to checkout
- 14. Log in with your Madison College user name and password (the same you would use for email)
- 15. Register if this is your first time otherwise you will get a screen that asks, "how you like would to receive your order?" Pickup or ship (select preference)
- 16. If pickup select your pickup location under delivery method
- 17. If ship order is the selection then select how you want your books shipped under Delivery method ship via drop down box
- 18. Fill out shipping and billing address if blank
- 19. If you have loyalty points available you can apply those points to save money on the transaction under payment options and apply points
- 20. Select payment option (pick up has the following options: credit card; gift card; financial aid) (shipping has the following options: credit card; gift card or financial aid) (financial aid is only during select times of the year)
- 21. Enter in payment information (if using financial aid you will need to key in your student ID number and check the verification box)
- 22. Click submit (if you have funds and your order clears you will be given an order confirmation screen that shows your order number) (if there is an issue with financial aid a red message will appear; if an issue with your credit card you will receive an email)

Select how you will receive your books (Shipping or pick up at one of our locations)	Where would you like your order delivered?	Order Summary	
	Pickup Order at a Store Ship Order to your house	Number of Bems 2 Course Material Total \$178.75 Shipping \$4.50 Handling \$0.00 Total Before Tax \$183.25 Estimated Taxes \$0.83 Grand Total \$193.08	Apply loyalty points to order to save money if you have points available
	There may be sume differences in available payment options based on the sets for fill founds receively our other	Payment Options	,
Fill out billing address and shipping if not already filled out	Address. Info Billing Address Residential Address? Yes John Doe 1234 South St Ford Ahlmson, WI 53538 United States Phone: XXX-XXX XXX Jdoegmadisoncollege.edu Student ID: XXXXXX	Apply a promo code Apply Ponts 50 52 (26 ponts) available 0 Nax for this order 26 ponts Ponts Naive VISA	Select your payment type (if picking up in store you will have the following options: credit card; pay at store; financial aid or gift card) (if shipping you will have the
Select your store location that you will be picking the books up from if you selected pickup order or select delivery carrier if you are having your books shipped.	Shipping Address Residential Address? Yes John Doe 1234 Bouth BL Fort Atkinson, WI 53538 United Steles Phone: XXX-XXX-XXXX Jdoe@madiscncollege.edu	Kame on Card: Credit Card Number/Enter credit card numbers without spaces or dashes: Example: 0123456789101112 Expiration Select a Month Date: Select a Year	following options: credit card; gift card or financial aid.) Financial aid is only available during select times of the year and you need to be eligible.
	Delivery Method Show Shipping Policy	Security Code:Cack here to see an example Order	Submit order once complete vou will
	Ship-no Order Details Edit Cart	Commenter: (Diplicated) Current 6: Remaining 200: Minimum 200 Submit Order	get an order number if your order was successful.