

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 pickup at one of our locations)

Fill out billing address and shipping if not already filled out

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.

Apply loyalty points to order to save money if you have points available

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 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.

Submit order once complete you will get an order number if your order was successful.