## How to Order Course Materials

1. Select BOOKS and choose 'Course Materials Search'



2. Select a campus from the list available.

ours	e material	s Search		
Select a	Campus			
Clinton				
London				
Ontario L	.earn			
Simcoe				
St Thoma	as			
Toronto				

3. Select the term you are buying for.

BOOKS * SUPPLI	ES * APPAREL * HOME & LIFESTYLE * STORE INFO *
Course M	aterials Search
Campus: Londo	n Change
Select a Term	
24W - Winter 2	024

4. Select your program (alphabetical by program code) or select 'View Courses for all Programs' if you'd like to search course by course.

BOOKS * SUPPLIES * APPARI	L + HOME & LIFESTYLE + STORE INFO +
Course Material	s Search
Campus: London Change	
Term: 24W - Winter 2024	Change
Select Programs & Course	S
• View Courses for all Pro	grams
AAM42 - Aviation Techn	cian - Co-Op
AAM44 - Aviation Techn	cian - Co-Op
ABC62 - Auto Body And	Collision Damage

5. Select the courses you are in and press 'Go>>'

	ADCTT - Makaucea Communication For Fro				
	COMM-6019 - Advanced Prof Communication (ADC11)	Go »			
	COMM-6029 - Comm Literacy & Ethics (ADC11)	Go »			
	COMM-6031 - Writing For The Web (ADC11)				
	MGMT-6061 - Agile Project Development (ADC11)				
	PSYC-6005 - Communication Psychology (ADC11)				
	□RSCH-6001 - Navigating The Research Landscape (ADC11)				
2 Selected Courses: COM	IM-6029 x    COMM-6019 x (  Go » )				

6. Add books to your cart by selecting the blue Buy option for the format you choose.

MGMT-	6061 - Agile Project Develo	pment
Require	d: Essential Scrum Ed: 1	
Author: Item#: Ed: 1 Section: Location:	Rubin, Kenneth S. 9780137043293 Business B10	
- Buy Esse	y New (Paperback) ntial Scrum Ed: 1	
Locat In St	ion: B10 ock: 1	Buy New \$62.49

7. When you are ready to check out, select the Cart icon on the top right of the page or click the 'In Cart' button.

	Search Products	Q ( ) .
BOOKS - S	SUPPLIES * APPAREL * HOME & LIFESTYLE * STORE INFO *	
Textbo iearch Agai	ook Search Results	
MGMT-	-6061 - Agile Project Development	
Require	d: Essential Scrum Ed: 1	In Cart 👾
Author: Item#: Ed: 1	Rubin, Kenneth S. 9780137043293	ESSENTIAL SERVICE
Section: Location:	Business B10	
- Bu	y New (Paperback)	

8. Review your cart to make sure everything is correct then select 'Checkout'

📜 Shop	ping cart			
Product	Title	Price	Qty	Subtotal
For Course: M	Essential Scrum - 1 Item#: 9780137043293 IGMT-6061 Agile Project Development - (A	<b>62.49</b> DC11) Required	٦	\$62.49 ×
Subtotal				<b>\$62.49</b> +Tax
<< Continue Shopping DELIVERY TIMES				Checkout

9. Choose one of the four options during check out. 'Customer Login' is **not** linked to your Fanshawe student log in.

Customer Login	Create New Account
Email	Email
Password	Confirm Email
Log In	Password
Forgot your password?	Confirm Password
	Create Account
Guest Checkout	Checkout with Fanshawe Account
Email:	Use Fanshawe Account
email@address.com	
Confirm Email:	
email@address.com	
Continue	

10. Enter the billing address and hit Continue.

			• My Account
BILLING DETAILS			[→ Logout
TYPE OF ORDER:			
Personal: 🖲 Business: 🔿			
FIRST NAME	LAST NAME	ADDRESS	
		1001 Fanshawe College Blvd	
COMPANY NAME (OPTIONAL)		ADDRESS (CONTINUED)	
Fanshawe College Retail Service	25		
EMAIL ADDRESS		CITY	
		London	
COUNTRY		PROVINCE	POSTAL CODE
Canada		✓ Ontario ✓	N5Y 5R6
STUDENT NAME		DAYTIME PHONE NUMBER	
		E.C. (519)888-8888	
		AREA CODE FIRST DIGITS	LAST DIGITS EXT.
		519 452	4260

11. Select delivery options (Deliver or Pick Up Locations)

ELIVER		
	Same as Billing Address	
	Use Alternate Address	
ICKUP		
LOND	ON OXFORD ST CAMPUS	
1001 FAN LONDON ON	SHAWE COLLEGE BLVD	
	Pickup at LONDON OXFORD ST CAMPUS	

12. Check your order, select your shipping option and enter any special instructions (buzzer code, leave on porch, name of other person who will pick up your order).

Product	Price	Тах	Qty	Subtotal
1. Essential Scrum	\$ 62.49	GST/HST	1	\$ 62.49
For Course: MGMT-6061 - Agile Project Development (ADC11) (Require	ed)			
2. No - Thank You	\$ 0.00		1	\$ 0.00
Subtotal				\$ 62.49
Shipping: Shipping to be determined				\$ 0.00
GST/HST				\$ 3.12
нรт				\$ 0.00
Total				\$ 65.61
Shipping Options	Special Inst	tructions:		
Choose a shipping option:				
Select Option \$				
OR Enter a shipping promo code:				
Add code		Please review	your order	before continuing.
				Continue

## 13. Enter any gifts cards or promo codes you have.

нят			\$ 0.00	
Gift Cards:				
You have no gift cards on your order.				
Total			\$ 65.61	
Redeem a Gift Card	Promotions			
Card Number: (11 or 12 digits)	Promo Code:			
Pin Code/Password:		,	Add a Promo Code	
Redeem Gift Card				
			Buy Backs	S
	Notify me v	when the books	tore is buying back my books	5.

- 14. Enter card information.
  - a. Card is not actually charged until we process the order. If a gift card is used, the full amount will be held on the payment card used until we process the order

- b. (You will see a 'Hold' or 'Pre-authorized' charge if you check your credit card account online.)
- c. For used books, the amount held on your payment card will be for the cost of the book in new condition. Once the order is processed, the difference in cost will be applied.

Fanshawe Retail Services
Review Your Order
Total Amount: CAD 24.85
« Return to Fanshawe Retail Services
Pay With Your Credit Card
Cardholder Name
Credit Card Number
Security Code
The 3-digit security code is located on the back of the credit card.
we contraction
l'm not a robot
Pay With Your Credit Card
Your private information is secured using TLS 1.2 (Transport Layer Security). All information is encrypted between your web browser and E-xact Transactions (Canada) Ltd.

15. Once your payment information has been confirmed, you will see the screen change to show the order is processing. It will then change to 'Your Order has been processed' once the order is confirmed.

16. From here, you will receive an order confirmation to your email. (If you do not receive confirmation email, please email <u>retail@fanshawec.ca</u>)

<b>X</b> FANSHAWE					
Order Number: 0	001235	54			
If you have ordered a used textbook an fulfilled, a new one will automatically be you have indicated otherwise.	d we sell out of t e substituted (at t	he us he ne	ed text befor w textbook p	e your order is rice), unless	
Billing Address:	Shipping	Shipping Address:			
John Smith	John Smi	John Smith			
1001 Fanshawe College Blvd	1001 Far	1001 Fanshawe College Blvd			
London, ON, Canada	London	London, ON, Canada			
N5Y5R6 Phone #: 519-452-4430	N5Y5R6 Phone #:	N5Y5R6 Phone #: 519-452-4430			
Fax #:	Fax #:				
Email: <u>bkarac@fanshawec.ca</u>	Email:				
Product		Qty	Subtotal		
1. Key Accounting Prin Vol 2 (2 Book Set) W/ Access Code 5 Author: Joffe Edition: 5		1	\$146.55		
Subtotal			\$146.55		
Shipping:FREE domestic shipping o	ver \$50		\$0.00		
GST/HST			\$7.33		
HST			\$0.00		
Subtotal			\$153.88		
Paid			\$153.88		

17. If you have ordered digital products, you should receive an email shortly after with your Redemption Code. Follow the instructions in that email to access your digital materials.