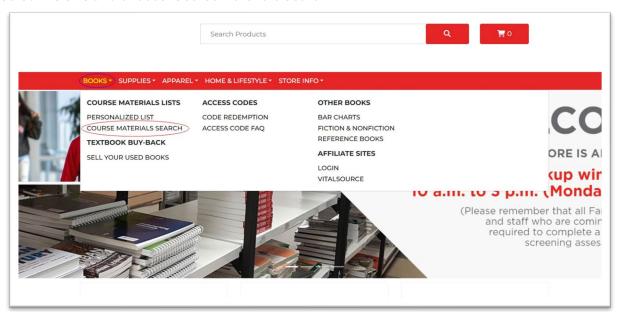
How to Order Course Materials

1. Select BOOKS and choose 'Course Materials Search'



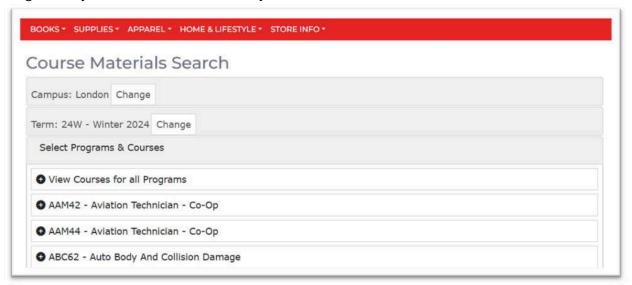
2. Select a campus from the list available.



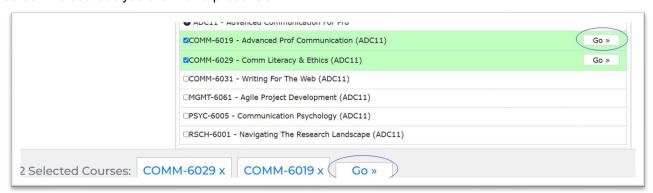
3. Select the term you are buying for.



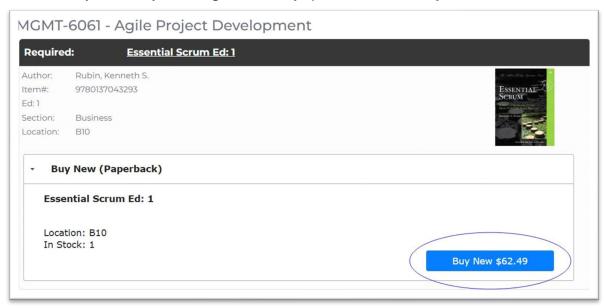
4. Select your program (alphabetical by program code) or select 'View Courses for all Programs' if you'd like to search course by course.



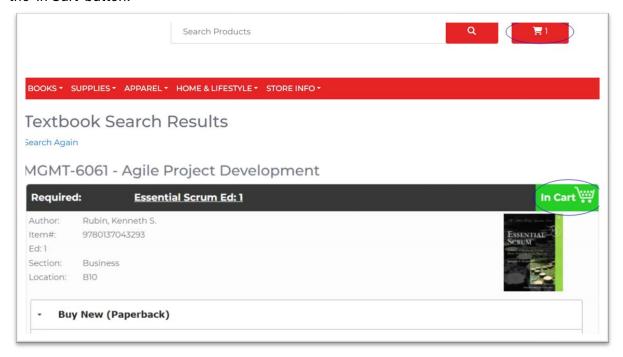
5. Select the courses you are in and press 'Go>>'



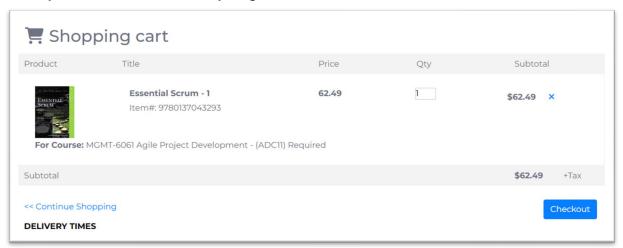
6. Add books to your cart by selecting the blue Buy option for the format you choose.



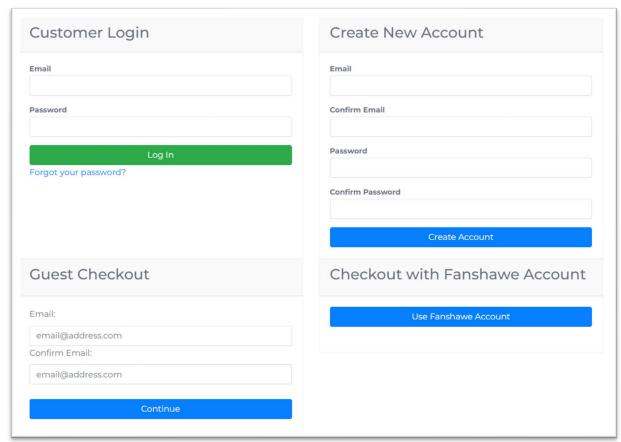
7. When you are ready to check out, select the Cart icon on the top right of the page or click the 'In Cart' button.



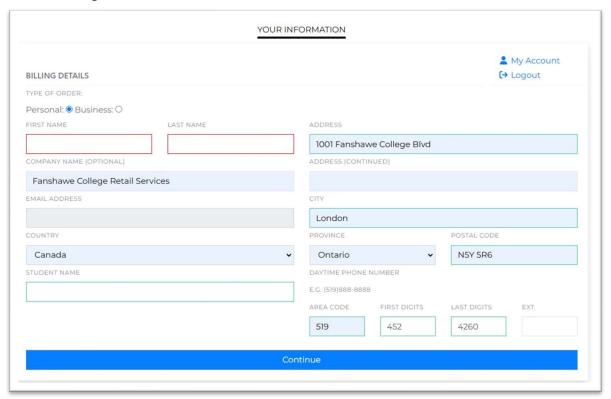
8. Review your cart to make sure everything is correct then select 'Checkout'



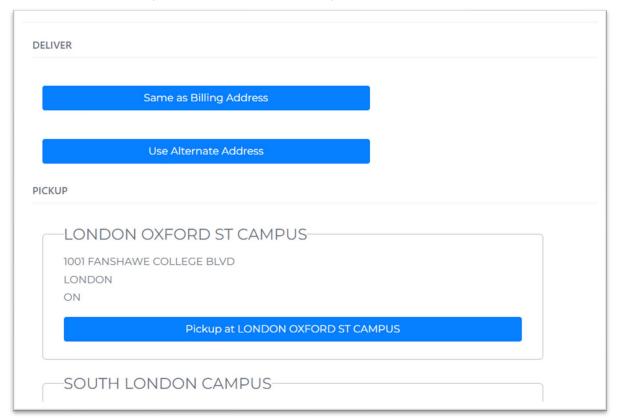
9. Choose one of the four options during check out. 'Customer Login' is **not** linked to your Fanshawe student log in.



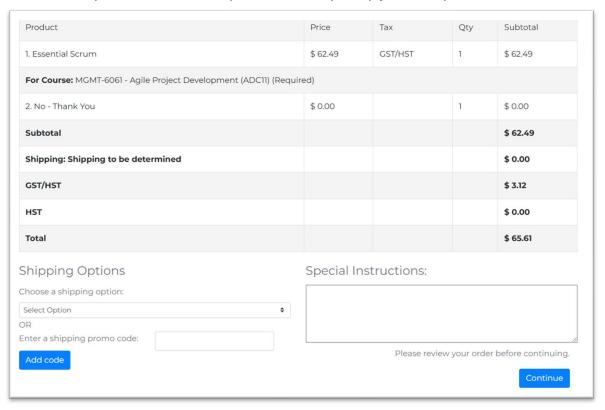
10. Enter the billing address and hit Continue.



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



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).

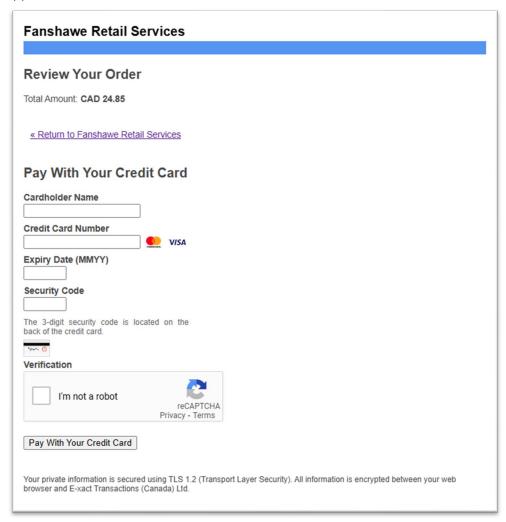


13. Enter any gifts cards or promo codes you have.

HST			\$ 0.00
Gift Cards:			
You have no gift cards on your ord	der.		
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
✓Notify me when the bookstore is buying back my books.			
			Continue

- 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

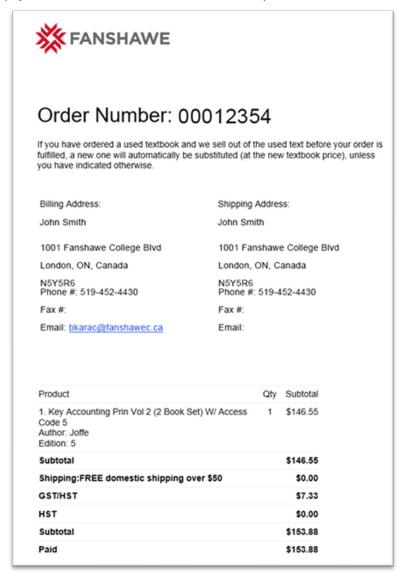
- b. (You will see a 'Hold' or 'Pre-authorized' charge if you check your credit card account online.)
- c. For used books, the amount held on your payment card will be for the cost of the book in new condition. Once the order is processed, the difference in cost will be applied.



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 retail@fanshawec.ca)



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.