

CCP Textbook Ordering Instructions – Fall 2017

- After **August 1, 2017**, go to <https://mycampus.lorainccc.edu/> and sign in to your account.
- Under **LCCC Bookstore**, click the link for **Books for Fall Schedule**.
 - You will be redirected to a list that is auto-populated with the materials for all of the courses and sections in which you are currently enrolled.
- For all materials marked as **Required**, select either **New** or **Used** and click **Add to Cart**.
 - If any materials are marked as **Choose Either**, select only 1 of the listed options.
 - Items listed as **Optional**, **Study Aid**, **RQ Material in PKG**, **Included in PKG**, or **Optional eBook** are not covered under College Credit Plus, and should not be selected.
- When you have finished selecting all required materials for your courses, click the **Shopping Cart** button.
 - Click **Continue Checkout**.
- On the Order Preferences screen:
 - Under **Order Update Action**, select **Add Only Required**.
 - Under **Preference**, select either **New Preferred** or **Used Preferred**.
 - Click the **Checkbox** allowing us to modify your order.
 - Click **Continue Checkout**.
- If you have already registered with the bookstore's website, enter your credentials and **Log In**.
 - If this is your first time ordering through the website, click **Register Here**.
 - Click **Create Profile for Browsing and Shopping**.
 - Fill in all fields marked with an asterisk with the required information, and then click the **Register** button.
- Select **Pickup Order**.
 - Under **Delivery Method**, change the dropdown to **College Credit Plus – Pick Up at Store**.
 - If you would prefer to pick your order up at one of our learning centers, please add that info into the **Order Comments** field.
 - Under **Payment Options**, change the payment type to **Financial Aid**.
 - Your **Account Number** is your **Student Number +4177** (this code changes each semester.)
 - Click the **Checkbox** authorizing the use of financial aid.
 - If someone other than the student will be picking up the order, leave a note in the **Order Comments** with their name.
 - Click **Submit Order**.
- You will receive an **Order Confirmation** email indicating that we have received your order.
- Once your order has been processed, you will receive a second **Order Pickup Confirmation** email.
 - **Your order will be ready for pickup only after you have received this email.**
 - Bring your photo ID to the bookstore, and indicate to the staff that you are a CCP student picking up an online order.
- Please note that if you add any courses after your order is placed, these steps will need to be repeated for the new classes.