ORDERING TEXTBOOKS

from Follett

HOW TO FIND YOUR BOOKS

1. Start on your virtual bookstore home page.
2. Click *Find Books* near the top of the page or in the top bar, select *Books > Textbooks and Course Materials.*
3. Select your Program and Term, and click Submit. There may only be one choice in these drop-down menus depending on the time of year you order.
4. Click the check box for each department where you wish to view textbooks, and click *Submit*.
5. Click the checkbox for each course you wish to view textbooks, scroll to the bottom and click *Submit*.
6. All selected courses will appear. If books are necessary for course(s), they are displayed under a "Required" heading. Some courses also have "Recommended" titles- books your school thought would be helpful, and "Bookstore Recommended" titles- items that have proven helpful for students in this type of course. All books in recommended categories are optional. If you do not want a book, uncheck the box to the left of the cover.
7. Click "Open All" or the "+" sign to open view available selections (where applicable).
8. Choose the condition of the book you would like for each title - many have New, Used and Rental options, some may have a Digital option (options vary by book). Please note that the least expensive option is chosen by default.

Note: "Backorder" may be displayed under the condition. During busy seasons books quickly move on and off our warehouse shelves – this note shows real-time inventory. We likely have a backup publisher order and the book is often back in-stock by the time we send your order. Please order backordered books and we will do our best to fill it quickly. If we cannot, customer service will contact you.

9. Click the *Add to Cart* button located underneath the title selection.
10. Continue making your choice selections for each course until you get to the bottom of the page.
11. At bottom of the page, you can choose to *Select Another Course* or *Go to Cart.*
12. If you would like to change the quantity, update the quantity field and click the update cart button at the bottom of the page.
13. After reviewing your order for accuracy, select a Textbook New/Used Condition preference at the bottom of the page and then click *Checkout*. The New/Used Condition preference lets us know if you'd like us to substitute a new book for a used or vice-versa if the condition you selected is not available. If you choose not to have us substitute, and your preferred condition is not available, we will contact you before canceling the order.
14. You may then choose to *Continue to Shop* or *Check Out* by selecting one of the buttons at the bottom of the page.

HOW TO CHECKOUT

1. If you have shopped with Follett before, please enter your email address and password, and click *Login*.
2. If you are new to Follett, please click *Register* to set up an account.
3. You will then be asked to select your shipping options. Orders can be shipped by FedEx Ground, 2nd Day, or Next Business Day (USPS will be available to select regions where necessary). Remember, books may leave the warehouse the day you order or the next business day. The delivery clock starts when books leave the warehouse, not when you complete your order online..
4. To ship to an address other than the default address displayed, click *Add a New Address*. Once the correct shipping address is displayed, click *Continue Checkout*.

HOW TO PAY

1. Enter the names of the student(s) that will be using the textbooks being purchased. This will help your school if something happens with the book choice later on.
2. Select your payment type under "Payment Info," and enter in the required fields associated with that payment option.
3. Review the details of your order, and then click *Complete My Order* for the order to be processed. An electronic confirmation will be sent to your email address confirming the order.

Need Help?
Call Follett at 877-827-2665

Follett

BULKgen