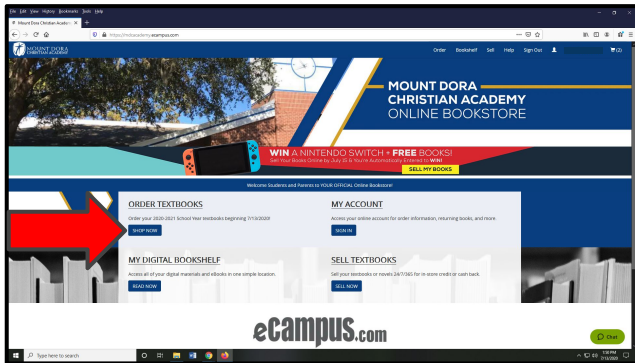


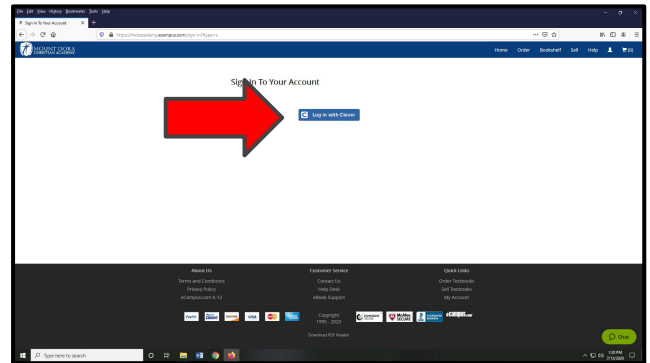
HOW TO ORDER TEXTBOOKS

1



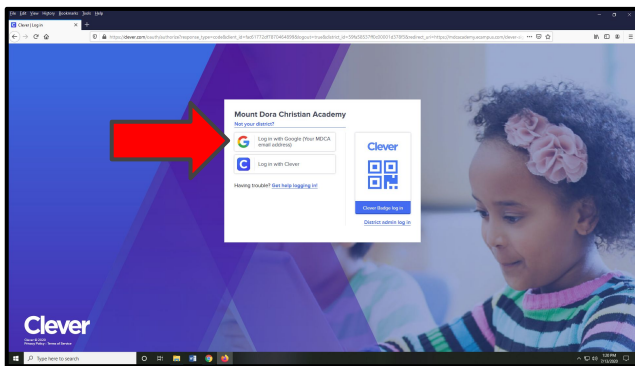
Go to mdcacademy.ecampus.com and select **"Shop Now"**

2



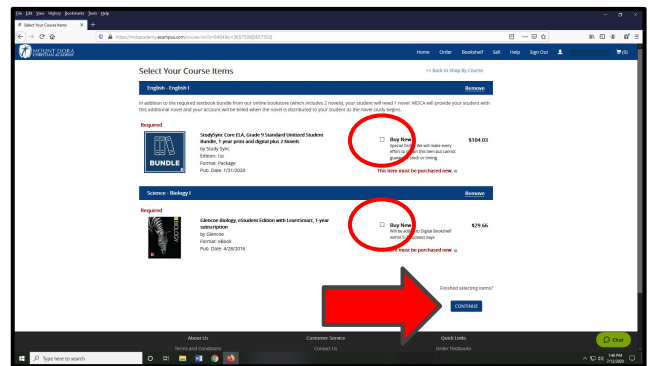
Select **"Log in with Clever"**

3



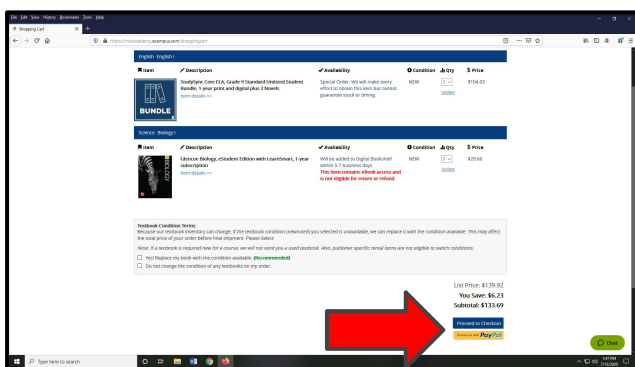
Select **"Log in with Google (Your MDCA email address)."** Enter your student's MDCA email address and password.

4



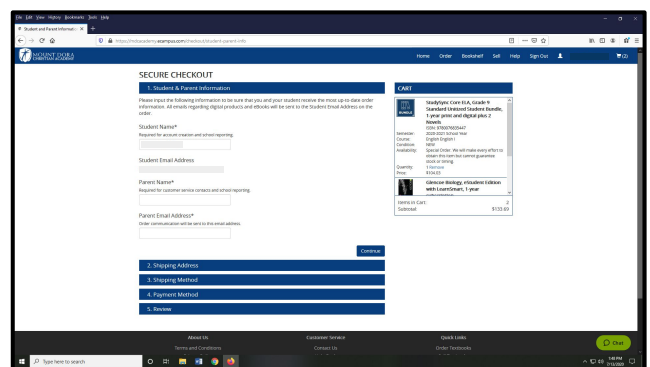
Your student's login information will automatically pull their schedule information to populate the required books. Select the books you would like to purchase, along with the preferred condition and click **"Continue"**.

5



Review your **"Shopping Cart"** and press **"Proceed to Checkout"** or **"Check out with PayPal"**

6



When you reach the secure checkout screen, your student's name and email address should automatically populate. This will allow digital items to be sent directly to your student's email, while the parent name and email address will be used for customer service contact, order communication, and school reporting. Fill out your shipping address, select your shipping, enter your payment information, and select **"Continue"** to review your order. If you are satisfied with your order, select **"Place Order"** and you're done! You will receive an order confirmation email for your records.

GENERAL TEXTBOOK FAQ

>> WHY SHOULD I ORDER FROM THE ONLINE BOOKSTORE?

The Online Bookstore, powered by eCampus.com K-12, has the largest online selection of new and discounted textbooks. Your students' textbooks are listed in one place, and shopping by course makes it simple to order the correct materials all at once. Additionally, a specialized Customer Service Department is available to track orders and answer any questions.

>> WHAT IF I HAVE MULTIPLE STUDENTS THAT NEED TEXTBOOKS?

You will make a separate purchase for each student in their individual bookstore account that is associated with their MDCA email address. This ensures that digital materials are assigned and delivered to the correct student.

>> WHEN MUST STUDENTS HAVE THEIR TEXTBOOKS?

Students must have their textbooks on the first day of school. If students do not have their textbooks purchased by the first day of school, MDCA will purchase the books and bill your FACTS account with a 20% upcharge.

>> WHO SHOULD I CONTACT IF I HAVE TECHNICAL ISSUES?

For login issues or if the booklist displayed in the bookstore does not match your MDCA schedule, contact **Sara.Hill@mdcacademy.org**. For issues associated with placing your order, contact **k12support@ecampus.com** or **(844) 523-8980**.

>> WHAT PAYMENT METHODS ARE AVAILABLE?

The Online Bookstore accepts credit cards, PayPal, checks and money orders for payment of online purchases. For more information, the Help Desk link is located at the bottom of the Online Bookstore homepage.

>> WHERE CAN I FIND MY ORDER INFORMATION, ORDER STATUS, ETC.?

Click the **"My Account"** link on the Online Bookstore homepage. After signing into your account, you can check the status of your order, buyback, or return. If you have additional questions, contact the Online Bookstore Customer Service Department at **k12support@ecampus.com**, or by phone at **(844) 523-8980**.

>> HOW DO I ACCESS MY DIGITAL BOOKSHELF?

[Follow these steps](#) to access your digital bookshelf. The Assistant Principal and teachers will help students access their purchased textbooks when school begins and troubleshoot any issues.

>> ARE RETURNS ACCEPTED?

Returns for physical books are allowed within 30 days of the first day of school. New books must be returned in new condition, and shrink-wrapped items remain unopened. Please visit the "My Account" section to create a Return ID Number to ensure your return is processed correctly. Returns for digital items are allowed within 14 days of the first day of school, with proof of class withdrawal. Credit for returns will be issued and processed within 2-4 weeks.

>> WHAT IS THE MARKETPLACE?

eCampus.com K-12 allows third-party individuals and volume sellers to list their inventory through the eCampus Marketplace. Your payment is processed by eCampus.com K-12 so your banking information is never made available to our Marketplace sellers. Marketplace sellers have 1-5 business days after the order is placed to ship the order. Please be aware of the Marketplace seller's comments prior to ordering. [More information here.](#)

>> HOW CAN I SELL MY TEXTBOOKS?

You may sell your books through your Online Bookstore at anytime by visiting your Online Bookstore website listed above and clicking "SELL NOW." You will always receive the best prices for your books during the advertised period at the end of each school year. [More information here.](#)