

BNC Assigning Digital Content to Child's Account

This document will walk you through how to create a Child's Account and assign digital material to that account(s for multiple students). Our Digital Support Team is available 24hrs a day if you run into issues and need further assistance. Contact Information included at the end.



1. Once your order is all together in your Cart and you are ready to Check Out, click 'Check Out Now'

Log In to Your Account Menu Financial Aid Cart (2)

Do you want to use your financial aid? [Use It Here](#)

Your Cart

Great - we're ready to wrap up your order. Just review your cart and head to checkout.

2 BNC K-12 items in your cart + Add More Items			
ITEM	FORMAT	QTY	TOTAL
 <p>Heroes, Gods and Monsters of the Greek Myths 1966 by: Evslin, Bernard Edition/Copyright: 1966</p> <p>2020 - 2021 School Year • English • 101 HONORS ENGLISH I • 09/02/2020 - 06/13/2021 • REQUIRED</p>	eBook	1	\$10.00
 <p>Tale of Two Cities 1999 by: Dickens, Charles Edition/Copyright: 1999</p> <p>2020 - 2021 School Year • English • 101 HONORS ENGLISH I • 09/02/2020 - 06/13/2021 • REQUIRED</p>	eBook	1	\$1.00

Check out now


Your Order

2 BNC K-12 items	\$11.00
Shipping	TBD
Tax	TBD
Total	\$11.00

Shipping and tax, if applicable, will be calculated in checkout. Shipping fees do not apply to digital content. Access code products will be emailed to you.

Check out now

OR

Check out with 

[Your Account](#) [Digital Content](#) [Order Textbooks](#) [Sell Textbooks](#) [Financial Aid](#) [Student Offers](#) [Cart](#) [Help](#)

2. The Checkout Process will follow these steps:

Billing Information, Payment Options, Student Details, Review and Submit Your Order

Checkout

1. Billing Address

2. Payment Options

3. Student Details

4. Review & Submit Your Order

3. Once all Billing Information is filled out, please click 'Select Payment Option'

Checkout

1. Billing Address2. Payment Options3. Student Details4. Review & Submit Your Order

Billing Address

Your billing address must match the mailing address your credit card company has on file.

Fields with an asterisk (*) are required.

First Name*

Last Name*

Address 1*

Address 2

Address 3

City* **State*** **Zip/Postal***

Country* **Phone Number*** Example: XXX-XXX-XXXX

Work Phone Example: XXX-XXX-XXXX **Ext** Example: XXXX

[→ Select Payment Option](#)

Your Order [View Cart](#)

2 BNC K-12 items	\$11.00
Shipping	TBD
Tax	TBD
Total	\$11.00

Total **\$11.00**

Shipping and tax, if applicable, will be calculated in checkout. Shipping fees do not apply to digital content. Access code products will be emailed to you.

4. Choose your Payment Method and click 'Enter Student Details'

Checkout

1. Billing Address2. Payment Options3. Student Details4. Review & Submit Your Order

Financial Aid

Great. You'll enter your PayPal information later in checkout.

[→ Enter Student Details](#)

Your Order [View Cart](#)

2 BNC K-12 items	\$11.00
Shipping	\$0.00
Tax	\$0.00
BNC K-12 Subtotal	\$11.00

Order Total \$11.00

Total **\$11.00**

5. This next step is where the Child Account will be created and assigned. If you have done this step already, please skip down to **STEP 6**. Otherwise, please continue below-

- a. To assign a student their digital course material, you will first need to create the Student's account by filling out the information requested and click 'Save' -

Checkout

1. Billing Address 2. Payment Options **3. Student Details** 4. Review & Submit Your Order

OK, now it's time to tell us who is getting what.

Who will be using these course materials?

First Name*	Last Name*	Email Address*
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>*required</small>		<small>Required for eContent</small>

[Save](#)

Done adding students? Great, now let's review your course list.

[Next Step: Courses](#)

Your Order	View Cart
2 BNC K-12 Items	\$11.00
Shipping	\$0.00
Tax	\$0.00
BNC K-12 Subtotal	\$11.00
<hr/>	
Order Total	\$11.00
Total	\$11.00

[Review Your Order](#)

- b. Once you have created the student, your screen will show the information accordingly. You can create multiple students if you are ordering for multiple students at once, you will just need to double check the student's information and what material is being assigned to each student. Click 'Next Step: Courses' once ready –
 - i. **It is VERY important to note that if the Student will be the one accessing the material and not the Parent, DO NOT put the parent email address in for the student.**

OK, now it's time to tell us who is getting what.

Who will be using these course materials?

Zachary Lankston [redacted]@yahoo.com [Edit](#)
Kimberly Howard [redacted]@gmail.com [Edit](#)

First Name*	Last Name*	Email Address*
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>*required</small>		<small>Required for eContent</small>

[Save](#)

Done adding students? Great, now let's review your course list.

[Next Step: Courses](#)

6. Review Courses – ensure you are assigning the correct student to the correct course. Once selected, click ‘Next Step: eContent’ -

Done adding students? Great, now let's review your course list.

[Next Step: Courses](#)

Review your courses

Choose the student's name from the drop downs for each class they are taking. Your school needs to verify that students are receiving their assigned course materials.

COURSE ID & DATES	STUDENT NAME
101 HONORS ENGLISH I 09/02/2020 - 06/13/2021	Zachary Lankston ▾ Kimberly Howard Zachary Lankston

* Required

Finished with classes? OK, now onto eContent.

[Next Step: eContent](#)

[Review Your Order](#)



7. Now you will see the digital materials you added to your order originally, and only the digital. This is where you will decide who is receiving what material. If the course information is correct above, then the materials will auto-populate the student’s email address. PLEASE DOUBLE CHECK THIS EMAIL ADDRESS. Typos do occur but this is a quick step to prevent any access issues for the student.

Finished with classes? OK, now onto eContent.

[Next Step: eContent](#)

Assign your eContent

Where should we email this eContent? Please select your student's email address from dropdown.

ITEM	DETAILS
	<p>Tale of Two Cities by: Dickens, Charles</p> <p>101 HONORS ENGLISH I • REQUIRED</p> <div data-bbox="555 743 1318 953"><p>[Redacted]@yahoo.com</p><p>[Redacted]@mbsbooks.com (My Account)</p><p>[Redacted]@yahoo.com</p><p>[Redacted]@gmail.com</p></div>
	<p>Heroes, Gods and Monsters of the Greek Myths by: Evslin, Bernard</p> <p>101 HONORS ENGLISH I • REQUIRED</p> <div data-bbox="555 1106 1318 1218"><p>[Redacted]@yahoo.com</p></div>

[Review Your Order](#)

8. Before you Click Review Your Order, double check the entire page and information entered. This is an important step as if the student does not already have a Child's Account, one will now be created. An email with Password Set-up Instructions will be sent to the student's email address you have listed. Separate emails for each digital material (in this example 2 eBooks) will be sent to the student email address as well.
 - a. Once Review Your Order is clicked, you will see your full order with the assigned Child's Account and information. You can still click Edit if this information is incorrect.
 - b. Once the order looks correct, Continue on to Pay and Complete your order.

Checkout

1. Billing Address

2. Payment Options

3. Student Details

4. Review & Submit Your Order

Review & Submit Your Order

Almost there! Please review your order, shipping details, and the terms & conditions. Then we'll get you over to PayPal. Your order confirmation will appear once payment is finalized.

I have read and accept the: [Privacy Policy & Terms of Service](#)

[What is PayPal™?](#)

Save PayPal™ for future purchases.

[Continue to Paypal](#)

Your Order

[View Cart](#)

2 BNC K-12 items	\$11.00
Shipping	\$0.00
Tax	\$0.00
BNC K-12 Subtotal	\$11.00

Order Total \$11.00

Total \$11.00

Once you click the Submit Your Order button, your order will be immediately processed and cannot be changed or canceled. Your order confirmation will appear on the next page.

COURSE ID	STUDENT NAME
101 HONORS ENGLISH I	Zachary Lankston

[Edit Student Information](#)

2 Items from BNC K-12

Digital content delivered via email.

ITEM	FORMAT	QTY	TOTAL
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Heroes, Gods and Monsters of the Greek Myths 1966
by: Evslin, Bernard
Edition/Copyright: 1966

eBook

1

\$10.00

Assigned to: [redacted]@yahoo.com
[Edit](#)

2020 - 2021 School Year • English • 101 HONORS ENGLISH I • 09/02/2020 - 06/13/2021
• **REQUIRED**



Tale of Two Cities 1999
by: Dickens, Charles
Edition/Copyright: 1999

eBook

1

\$1.00

Assigned to: [redacted]@yahoo.com
[Edit](#)

2020 - 2021 School Year • English • 101 HONORS ENGLISH I • 09/02/2020 - 06/13/2021
• **REQUIRED**

[Continue to Paypal](#)

If you have any issues accessing the material, please have your Student's Account Information, Your Account Information, and Order Number ready and reach out to our Customer Care Center's eContent Department. They can be reached below:

Digital Support

888-886-0772

Email: digitalsupport@bncservices.com

Customer Service

844-603-9960 (Toll Free)

573-441-9179 (International)

Email: contactus@mbsdirect.net

Online chat services are available 24/7 through [your bookstore](#)