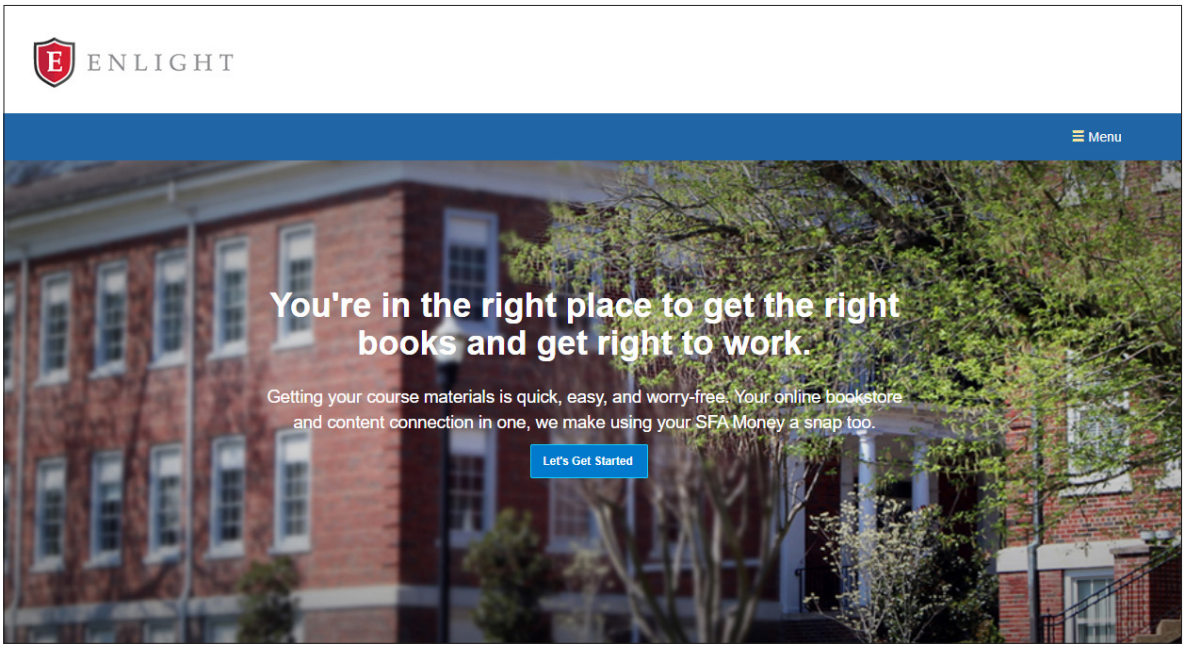
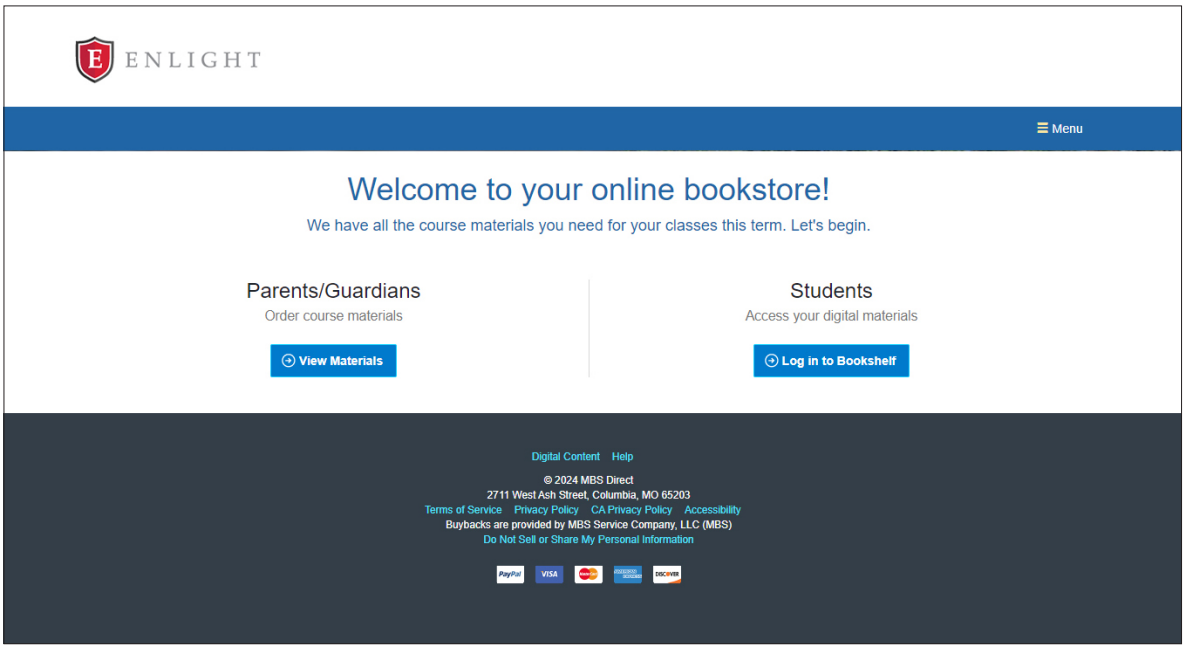
HOW TO ORDER COURSE MATERIALS

Ordering course materials is simple in the virtual bookstore. The following information will lead you through the step-by-step process for ordering your child's course materials.

Step 1: Navigate to your school's official online bookstore and click *Let's Get Started* at the center of the page

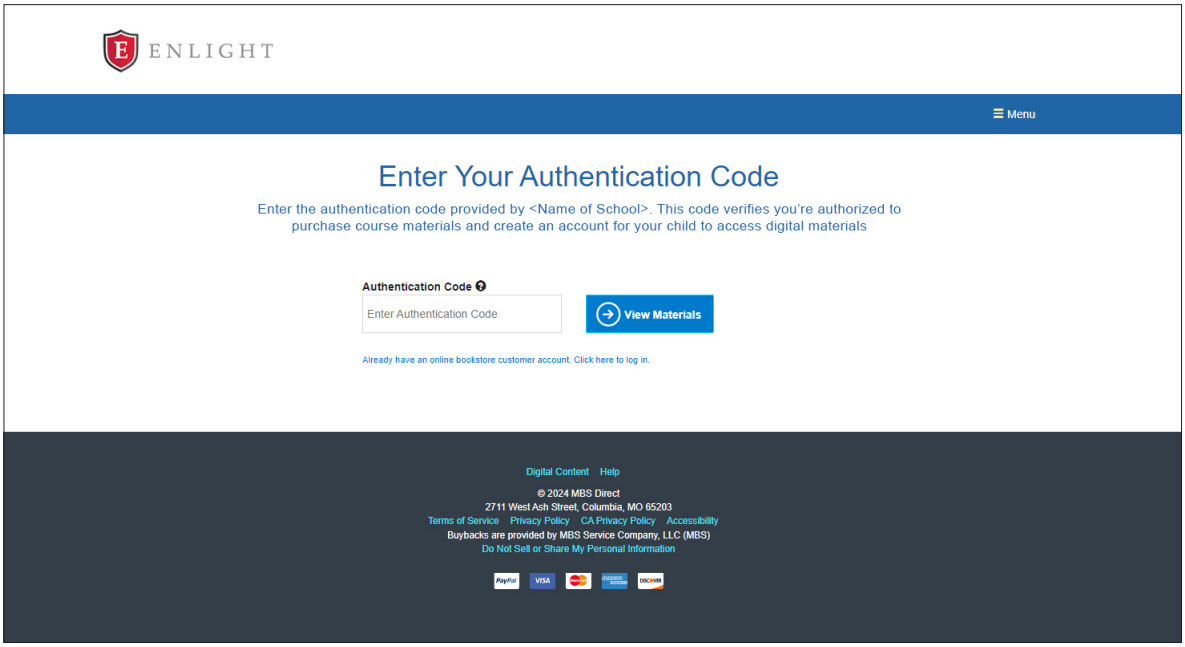


Step 2: Confirm you are a parent or guardian of a current student



Questions? Call us at 1.800.325.3252 or email customerservice@bncservices.com

Step 3: Enter the Authentication Code provided by your school and click *View Materials*

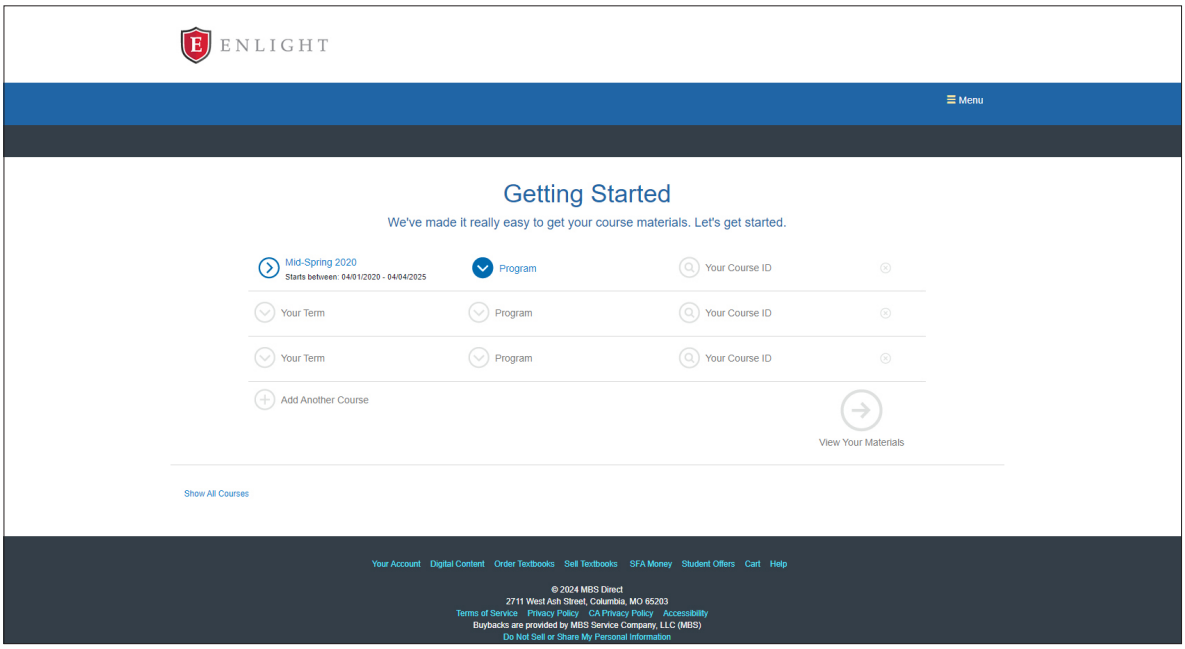


To further safeguard and protect the privacy of children when using the online bookstore, parents/guardians receive an authentication code that enables them to enter the eCommerce portion of the virtual bookstore to order their student's course materials or sell back books. Students' virtual bookstore access is restricted to their purchased digital content on the Digital Content Shelf.

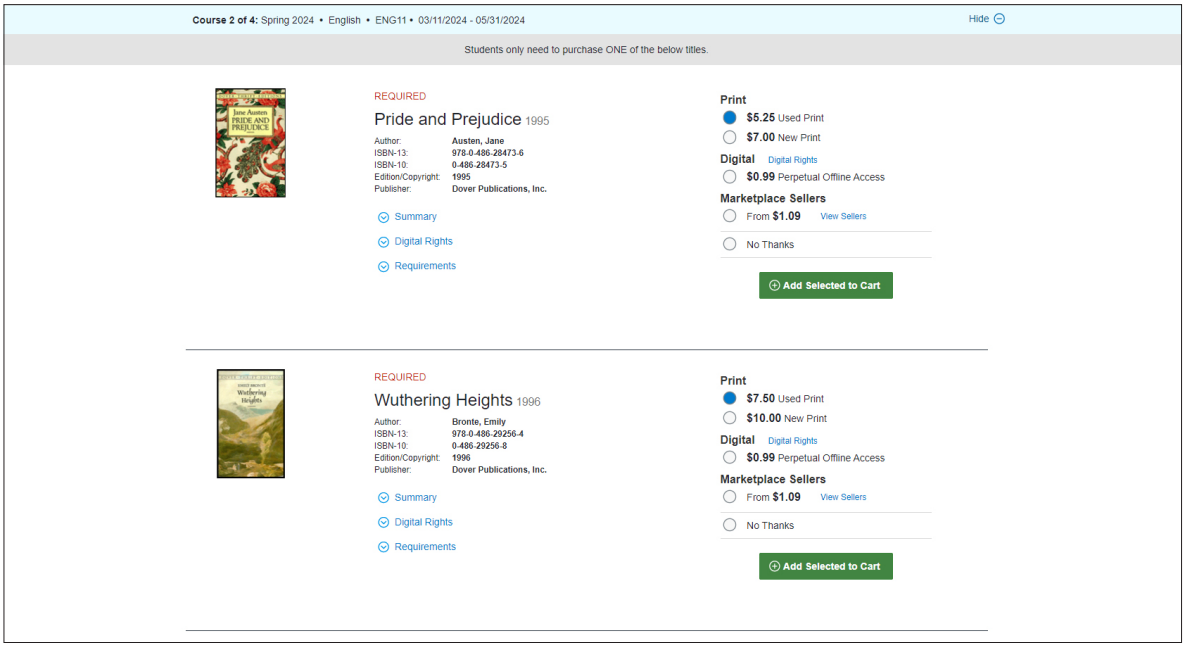
If you have already created a customer account, log in by clicking the *Already have an online bookstore customer account? Click here to log in* link.

Step 4: Select the course materials you want to purchase or rent

Select your child's courses.

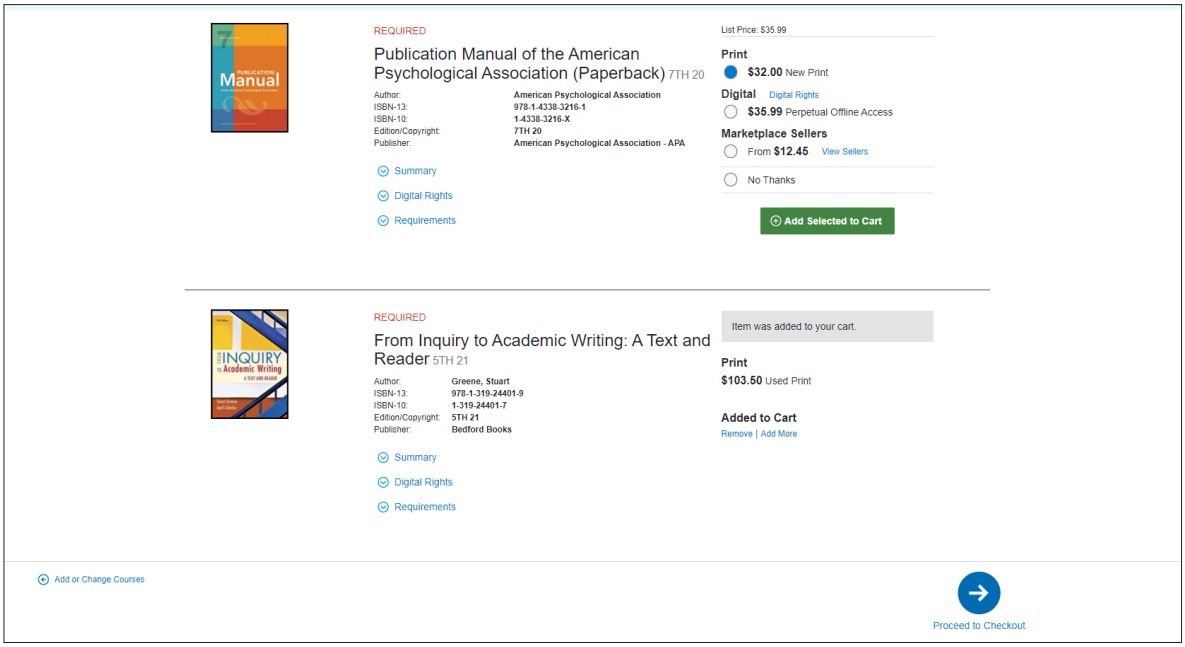


Select from a variety of format and savings options and click *Add Selected to Cart* after each title.

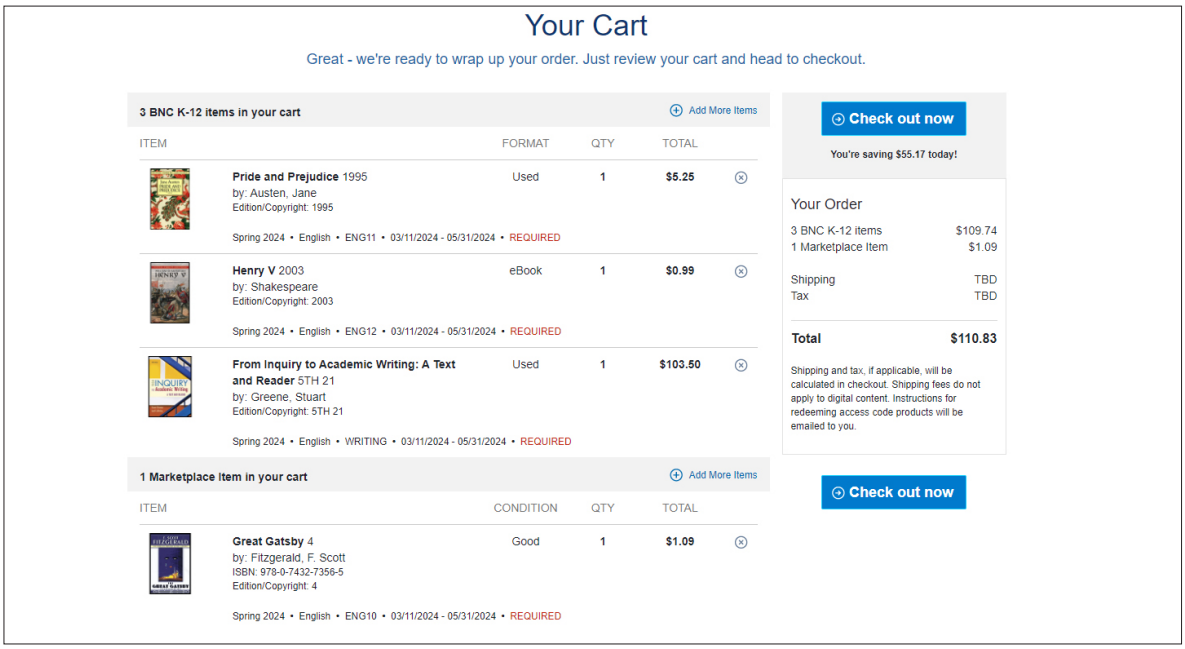


**If your school offers the Marketplace as an option, you will see it along with the other cost savings options.*

When you have finished selecting course materials, click *Proceed to Checkout.*

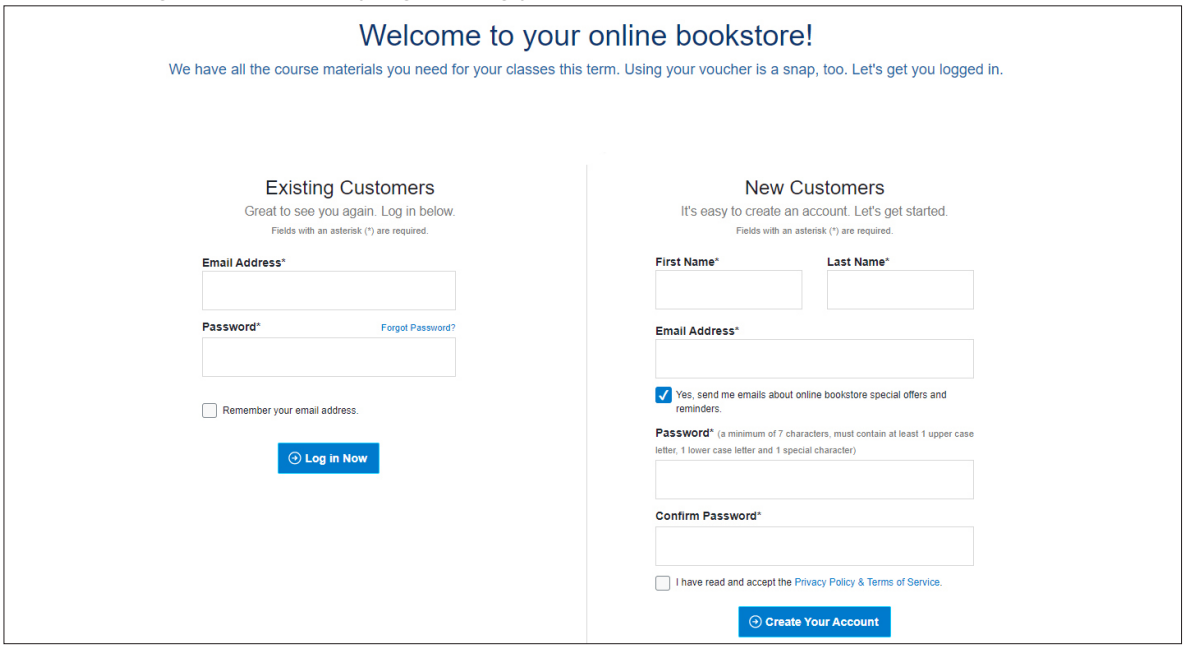


Step 5: Review your shopping cart and click *Check out now*



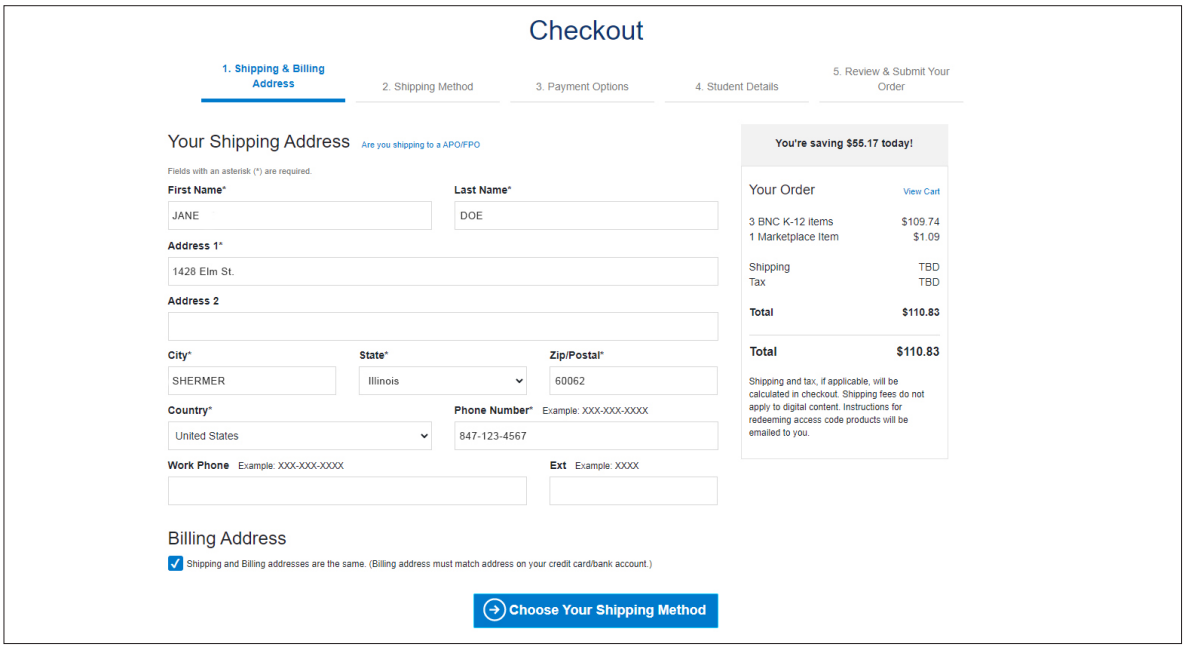
Step 6: Access or create your account

If you are an existing customer, simply log in using your email address and password. Otherwise, create a new account.



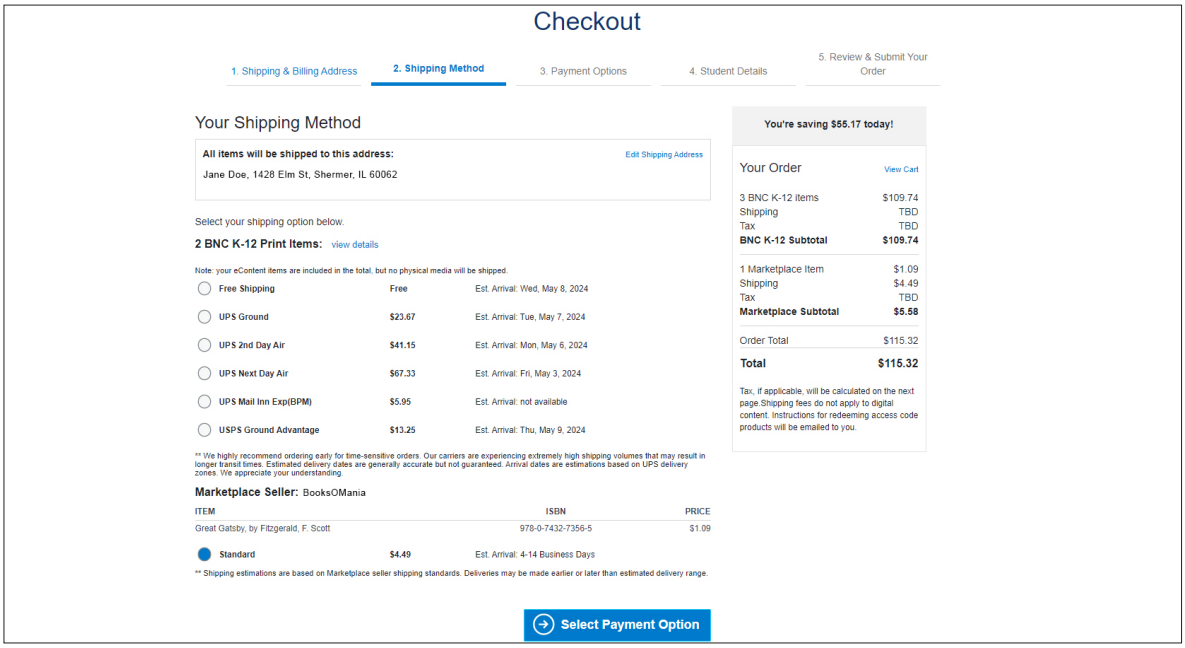
Step 7: Enter shipping details

Verify or enter your name, billing address and shipping address. When you are finished, click *Choose Your Shipping Method*.



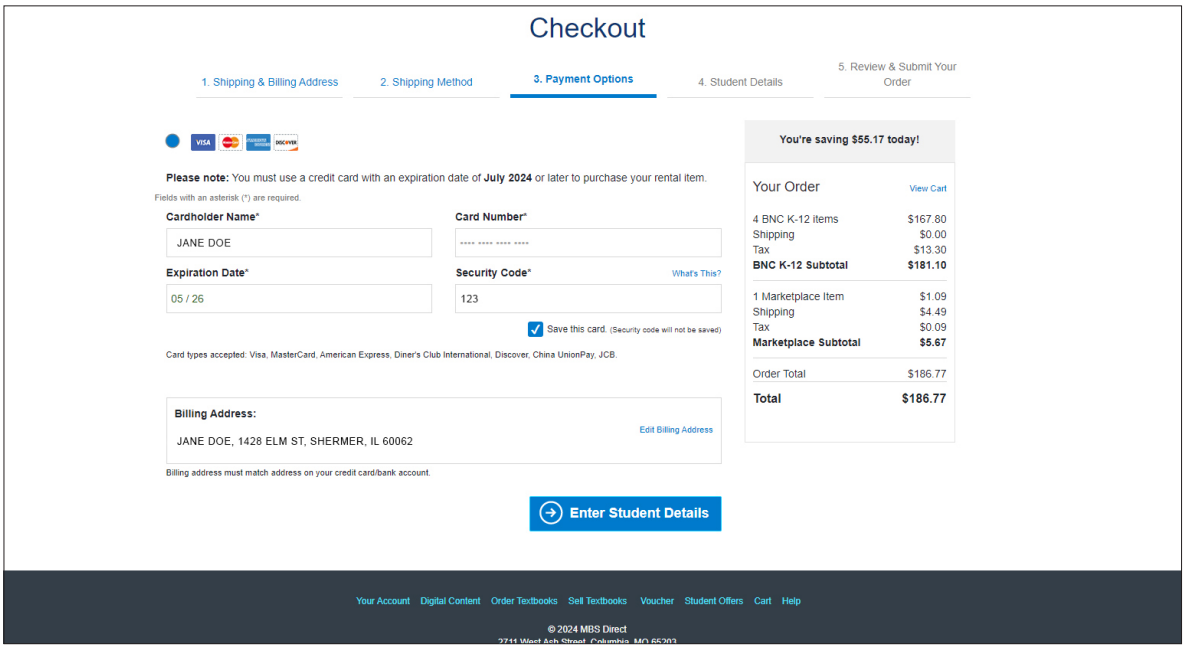
Select a shipping method. The anticipated delivery date will be displayed along with each shipping method.

Choose a shipping method for each Marketplace seller. Marketplace items are shipped by individual sellers, not BNC K-12.



Step 8: Verify or enter your payment information

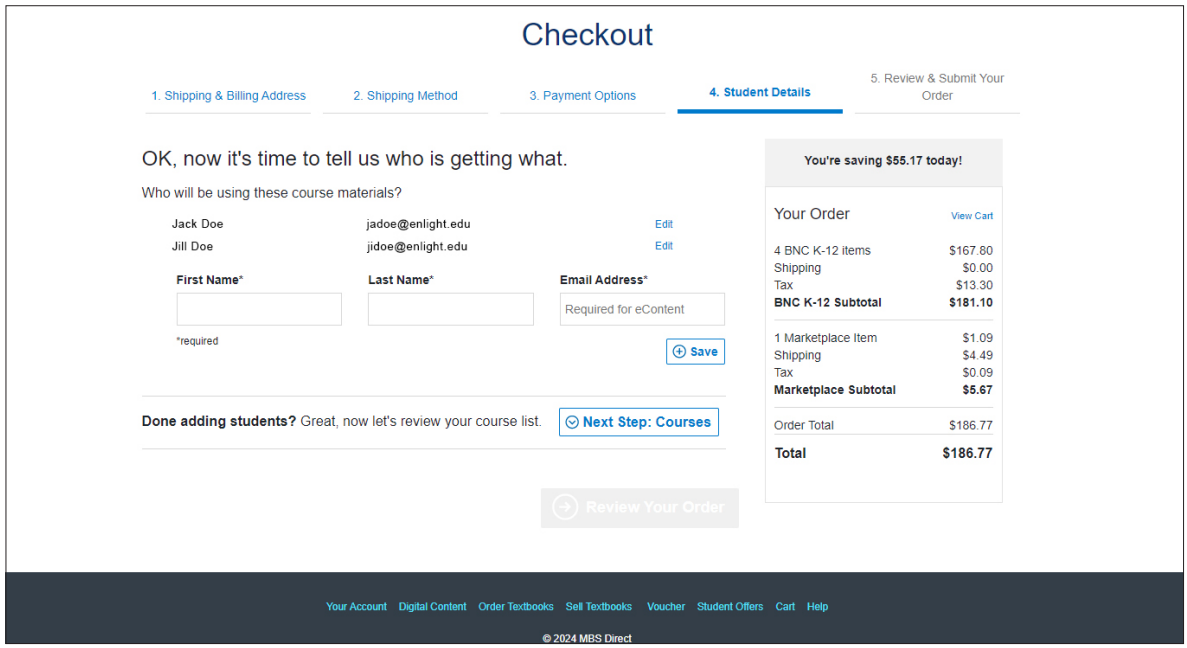
When you are ready to check out, click *Enter Student Details*. Please note: If you have selected a rental option, you must enter a credit card number to secure the rental.



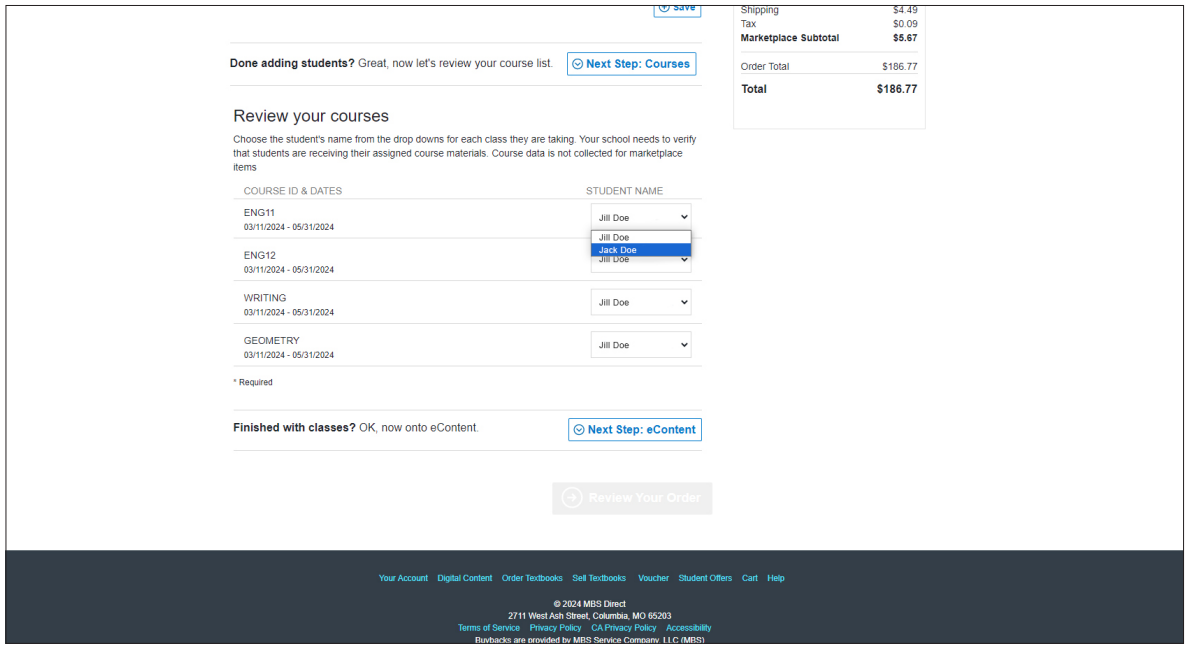
Step 9: Enter student details

The Student Details step is a required step for students to gain access to the Digital Content Shelf. It also helps the school to verify that all students have received their materials.

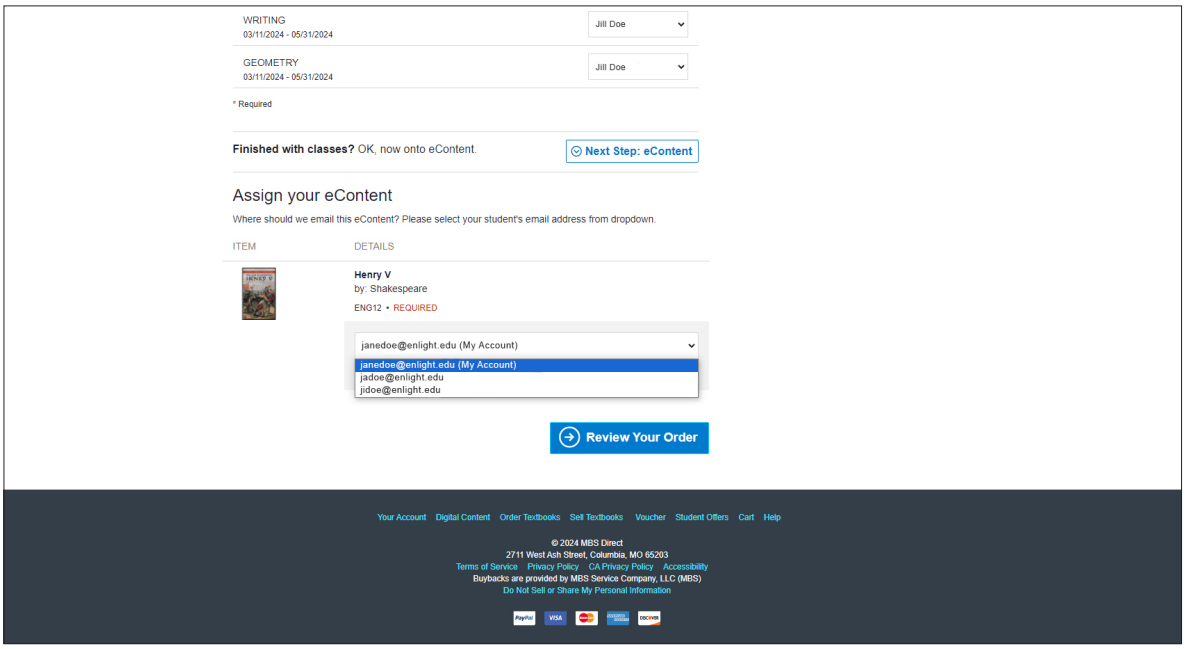
First, enter the name or names of all students who will be using the materials. Click Save after each name. If you have previously entered student data, student names and email addresses will be automatically listed. When you are finished, click *Next Step: Courses.*



Next, select the name of the student enrolled in each course. Each student must have an individual Digital Content Shelf.

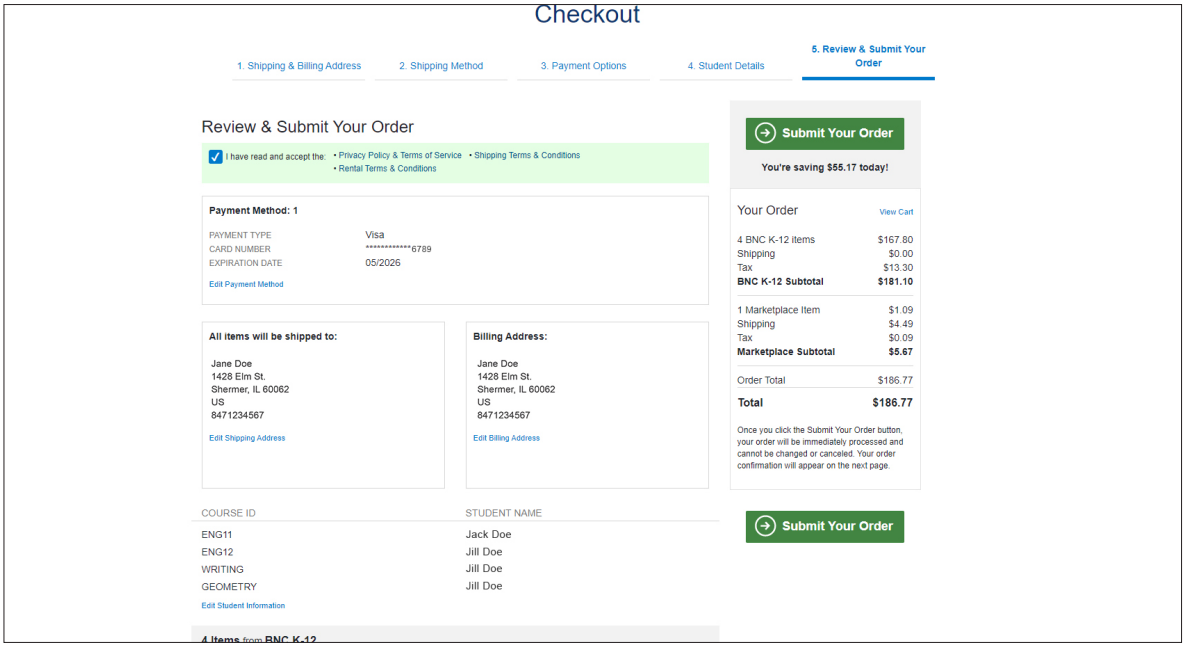


If you have selected eContent, you must assign each title to a specific email address. When you are finished, click *Review Your Order.*



Step 10: Submit your order

Review your final balance due, privacy policy, rental terms, terms of service, and shipping terms and conditions. When you are finished, click *Review Your Order.* Your receipt and confirmation will appear on the next page.



Please note: In most situations, your order will be processed and shipped within 24 hours. Once submitted, it cannot be changed or canceled.