

CCP BOOK ORDERING

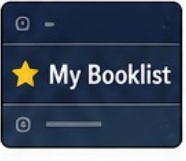
STEP-BY-STEP GUIDE



After checking the **IMC** at the high school to see if the book you need is in stock, students can order books beginning **10 DAYS BEFORE THE START OF THE TERM**. You cannot order books before that date.



CCP STUDENTS **MUST** ORDER BOOKS USING THE STEPS BELOW:

-  **1** Log into the Sinclair portal (my.sinclair.edu)
-  **2** Go to the Registration tile and select **View Schedule**
-  **3** Verify all registered courses are showing in the schedule.
-  **4** Select **My Booklist** on the left navigation pane
-  **5** Select the **Purchase Books** Button
-  **6** Select the **required only** books for each course, usually this will be **Buy New**.
-  **7** Add each **Required** book to the cart.
-  **8** After adding books, select **Proceed to Checkout**.
-  **9** Add **shipping** information – usually this will be your home address
-  **10** Choose **shipping method**.
-  **11** At the Payment Method screen, check the box that says **Financial Aid/Sponsor/CCP** – this is where you will see CCP Funding amount.
-  **12** Review order.
-  **13** Once everything has been reviewed and verified – select **Place Order**.
-  **14** After order is placed, you will receive a **confirmation** with an **order number**, please save this for your records.



Check the IMC first. Order during the 10-day window.
Get the books you need. Start strong!

