

How to Order Books Online

Go to the MCC Bookstore's website, bookstore.iavalley.edu

Start by registering on the website. This will allow the option of Financial Aid and your student account at checkout.

The screenshot shows the homepage of the MCC Bookstore. At the top right, there is a green box with white text that says "Start here and register on the site" with a downward-pointing arrow. Below this, there is a user icon and the text "PAWPASS". The main banner features the text "Official Site of MCC Tigers Gear!" and displays various MCC Tigers apparel items like shirts, hoodies, and hats. The navigation menu at the top includes links for BOOKS, APPAREL, GIFTS, SUPPLIES, GRADUATION, INFO, CLEARANCE, and TECHNOLOGY.

The registration process will walk you through filling out the information. Once complete, you're ready for the next step.

2. Click on Books in the menu to open up the dropdown menu.

The screenshot shows the "Books" dropdown menu from the previous step. A green box labeled "Step 2: select 'Books' from the menu" has a green arrow pointing to the "BOOKS" link in the menu bar. The dropdown menu itself contains links for "Course Materials", "Order/Reserve Books" (which is highlighted with a green box and an arrow), "Buyback Info", "Online Buyback", "Rental Info", and "Redeem eBook".

3. Select "Order/Reserve Books" under Course Materials.

4. The next screen reminds you that you should not add clothing or gifts to your book purchase if you are using Financial Aid to pay. Click on the blue “Click Here to Order Your Textbooks” to continue with your book order.



Clothing and gift items now available with

Credit Card orders only.

For **financial aid** book orders:

use a **separate credit card order** for clothing and gifts

[Click Here to Order Your Textbooks](#)

Step 4: Select “Click Here to Order Your Textbooks”

5. Click the dropdown for the term you’re searching for and select your term.



Select Term and Departments

Search for Book

Search for Book

Search by Course

MCC/GR SMR 21 (Reserve/Order Now)

Department

Course-Section-Instructor

ACC
ADM
ADN
AGC
ART
AUT
BCA
BIO

Add Another Course

6. Select the department of your first class. You can find this on your schedule. Example, “ART” in ART 101 IN1H.
7. Select the Course-Section-Instructor. This can be found on your schedule. Example, the “101-IN1-Greg Metzen” in the ART 101 IN1H example below.

Select Term and Departments

The screenshot shows the bookstore's search interface. At the top is a search bar labeled "Search for Book" with a magnifying glass icon and a blue "Search" button. Below it is a "Search by Course" section. A dropdown menu titled "Course-Section-Instructor" lists "101 -IN1H -Greg Metzen" and "101 -IN2H -Greg Metzen". A green arrow points from the text "Step 7: select Course-Section-Instructor" to this dropdown. Below the dropdown is a blue circular arrow icon with the text "View Your Materials" next to it. Another green arrow points from the text "Step 8: Click on here to View Your Materials" to this icon. At the bottom of the page are navigation links: "CONTACT US", "CONNECT", and "STORE".

When this is entered another row appears and you can enter the information for the next class or move on to step 8.

8. Click on the big blue arrow in the circle to View Your Materials. You can now see what is required or optional for the class, the book information, the cost for available options.

BOOKS ▾ APPAREL ▾ GIFTS ▾ SUPPLIES ▾ GRADUATION ▾ INFO ▾ CLEARANCE ▾ TECHNOLOGY ▾

Course Materials

The screenshot shows the "Course Materials" page for a book titled "LIVING WITH ART" by GETLEIN. The book is marked as "REQUIRED". It provides details like Edition: 11TH 16, Published Date: 2016, ISBN: 9780073379319, Publisher: MCG, and Book Notes. There is a "Summary" link at the bottom. To the right, there is a "Print" section with two radio buttons: one for \$135.00 New and one for \$89.00 Used. A blue "Add to Cart" button is located below these options. A green arrow points from the text "Step 9: select your book option and click the 'Add to Cart' button" to the "Add to Cart" button. At the top right of the page are "Print Book List" and "Continue Checkout" buttons.

CONTACT US CONNECT STORE HOURS

9. Select the preferred condition (new or used) of the book you want to purchase and click the Add to Cart button. We will fill with your preference if available.
10. When done adding books to the cart, click on the shopping bag icon at the top right hand corner of the screen to begin your checkout process. During checkout, select your delivery option to ship to you, or pick-up at store.

Note: You will receive a confirmation email with your order number once placed. You will receive another email when your order is filled. **Check your spam folder!** Tell us your order number when picking up at the bookstore.