1. Pick up books in-store.

- a. Bring your printed-on-paper schedule to the store
- b. Use your Financial Aid or other payment

2. Order online

- a. Pick up in-store or have them shipped to you
- b. Bring your order number if picking-up
- c. Use your Financial Aid or other payment

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

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



- 3. Select "Order/Reserve Books."
- 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.



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

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Search for Book	Search for Book							
Search for Book	\odot							
Search by Course								
MCC/GR SMR 21 (Reserve/Order	Q Pepartment	Q Course-Section-Instructor						
NOW)	ACC							
	ADM							
Step 5: select	ADN							
your term	AGC	Step 6: select the						
	ART	department for your class						
	AUT	department for your class						
	BCA							

Select Term and Departments

- 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.

Search for Book	Θ		
Search by Course			
MCC/GR SMR 21 (Reserve/Order Now)	Q ART	Course-Section-Instructor 101 -IN1H -Greg Metzen 101 -IN2H -Greg Metzen	Step 7: select Course-
• Add Another Course		View Your Materials	
CONTACT US	CONNECT	STORE	Step 8: Click on here to View Your Materials

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 -			
					Со	urse Mate	erials			
							Print Bo	ook List Continue Checkout		
	Tern	n: MCC/GR SMI	R 21 Name: ART 10	01 Section: IN1H Inst	ructor: Greg I	Metzen Location: IN		Θ		
		REQUIRED		Print						
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	CO	NTACT US	6			CONNECT		STORE HOURS		

9. Select the <u>preferred</u> 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 shipped (if shipping). Check your spam folder! Tell us your order number when picking up at the bookstore.

