

How to Order Course Materials

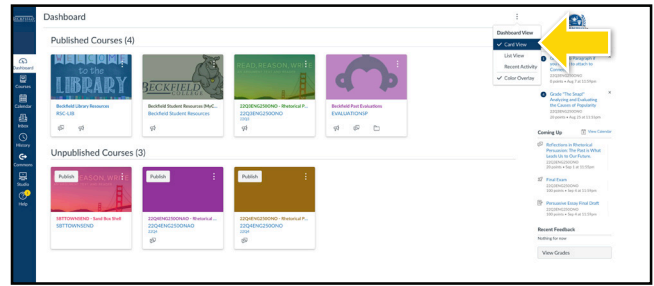
1



Log into Canvas by going to beckfield.instructure.com and entering your Beckfield username and password.

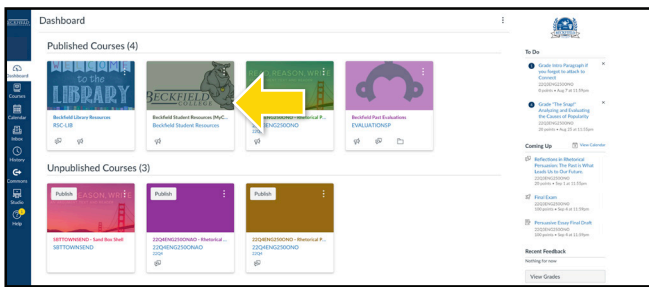
**Note you will also need your schedule of classes available.*

2



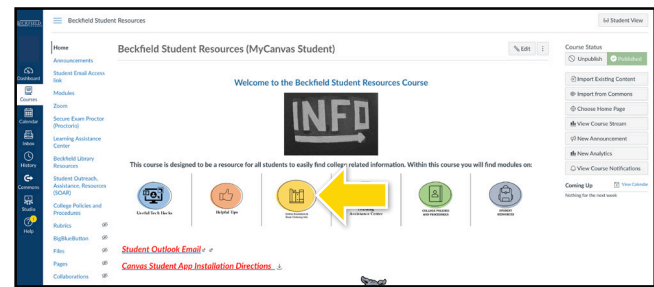
If you do not see the following on your screen, select the **three vertical dots** on the right of the Dashboard heading next to the bell, then choose **CARD VIEW**.

3



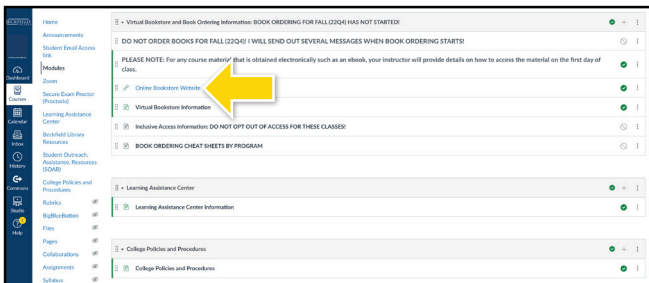
Choose **Beckfield Student Resources Course** from your Dashboard.

4



Once in the course navigation, as shown below, select the module: **Online Bookstore & Book Ordering Info**.

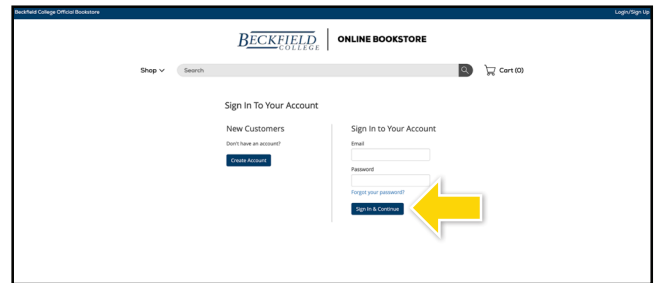
5



Select **Online Bookstore Website**, then select **Open Online Bookstore Website** in New Window and this will take you to the Online Bookstore sign in page.

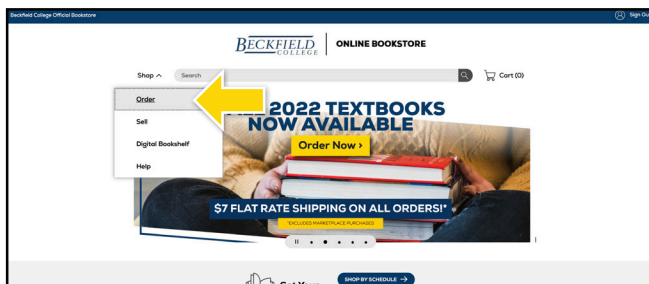
Make sure you sign in with your BECKFIELD provided email (lastnameID#@email.beckfield.edu) and Password. Do not attempt using personal information.

6



Once you have signed in, you will either have your books automatically populate (**if so skip to step 10**), or you will have to shop by course by selecting **shop** in the upper right corner, then order.

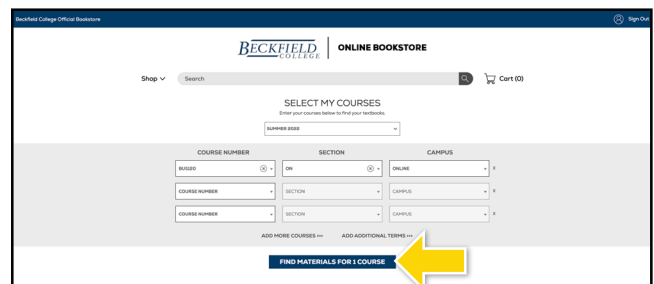
7



Select the **quarter** you are ordering books for and the **course number** and **section** for each of your courses listed on your schedule.

It is a three letter and three number code in the middle of your schedule. You will not be required to purchase for any lab (L) or clinical (C) course.

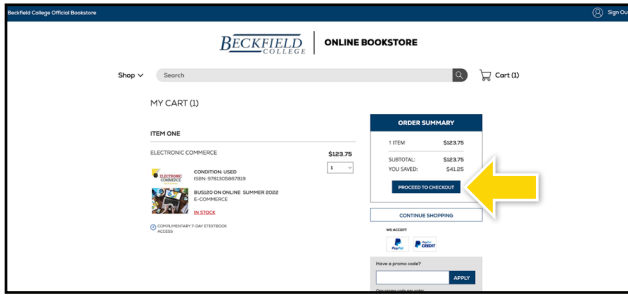
8



Once all courses have been entered select **find materials for course(s)** button shown in the image below. However, if you have more than three courses, you will need to select **Add More Course** before proceeding to finding material.

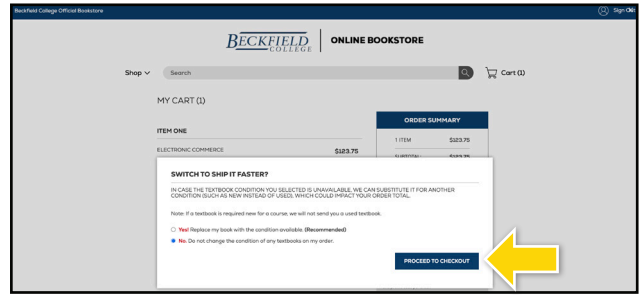
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9



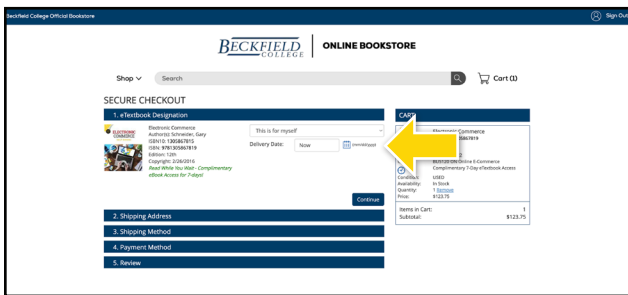
Lastly, choose **proceed to checkout**. Review each item is set at "1" for the quantity, and select **proceed to checkout** again.

10



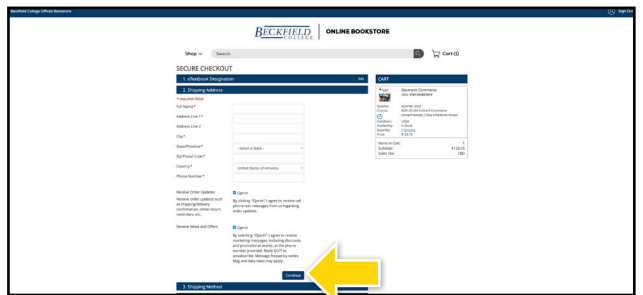
Select **NO** on the next screen and select **proceed to checkout**.

11



Note some books come with complementary 7-day access to the electronic copy of the text book. If you are ordering before the start of class, make sure you change the date of delivery to the first day of class. If your book does not come with this access, your screen will follow the steps in number 12.

12

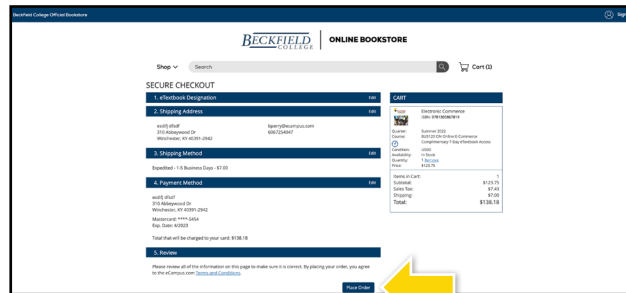


Fill out the following and select **continue** after each item:

- shipping address
- shipping method
- payment method

**Note if you rented any item, you will be required to input credit card information. You will not be charged unless you forget to return the item during the required time period.*

13



Review the order one last time, and then select **"Place my Order"**.

**Note if you are a new student please make sure to send your admissions rep a copy of your receipt for verification you have purchased your books for the quarter.*

How to Order Course Materials

Helpful Tips

- For any courses in which the book you chose was an e-book, you will receive instructions on how to access the information from your professor.
- If financial aid is not showing, or you have a question about ordering, please contact us at the following: bookstore@beckfield.edu.
- If you would like to set up a one-on-one, email us at: bookstore@beckfield.edu
- Please make sure you are using your Beckfield provided email and password to log in as well as in any correspondence.
- For any other issues with ordering, click on the Help link at the bottom of the page.

Online Bookstore Frequently Asked Questions

When contacting any of the following, make sure you give them your Beckfield Email so they can access your student account.

I can't log into my Canvas account to access the Online Bookstore Link.

Contact Charles Wilson: cwilson@beckfield.edu

My books are not showing on my account, what do I do?

Make sure you are logging into eCampus with your Beckfield email and Password, not your personal account. You may have to choose your books manually. Still having issues, contact bookstore@beckfield.edu

When I get to the checkout, there is no option to purchase using financial aid. What do I do?

Make sure you are logging into eCampus with your Beckfield email and Password, not your personal account. If you did use your Beckfield email and password, contact bookstore@beckfield.edu

I want to have my order shipped somewhere other than my home address, can I do this?

Yes, you can have your order shipped wherever you like; however, shipping to school is currently not an option.

I ordered the wrong book, what do I do?

Login to your eCampus account (beckfield.ecampus.com) and either choose the help icon, or select your name, then manage my returns/rentals, then follow the prompts.

I received more than one copy of a textbook, what do I do?

Contact eCampus Customer Support by e-mail at bookstore@ecampus.com or by phone at 859-209-6958.

When is the last day to purchase books through the bookstore?

The second Friday of the quarter by 11:59pm. This is a firm date, so be sure to order books before the cutoff.

I'm still having trouble ordering, who do I contact?

Contact eCampus Customer Support by e-mail at bookstore@ecampus.com or by phone at 859-209-6958.

I haven't received my books yet; what do I need to do?

Contact eCampus Customer Support by e-mail at bookstore@ecampus.com or by phone at 859-209-6958.

My Course has a lab/clinical component, but I am not finding it on eCampus?

All labs are not posted as they share the same materials for the lecture portion of the course.

What does Inclusive Access (IA) mean?

If you are enrolled in an IA course, you are automatically registered to receive the electronic version of the textbook, and any course materials which may come with it for a discounted price. The purchase will not show in your eCampus cart. The charge will be placed on your Beckfield Account.

- Please contact bookstore@beckfield.edu if you have specific questions regarding IA courses.

I haven't received my schedule yet. What do I need to do?

First make sure you do not owe an outstanding balance.

- Contact your financial aid rep or financialaid@beckfield.edu
- Contact either your admission rep or Jocelyn Roy, Corporate Registrar: jroy@beckfield.edu