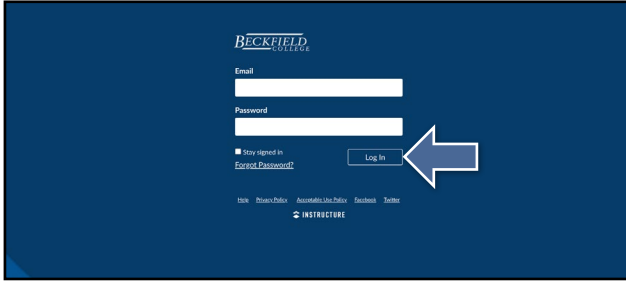
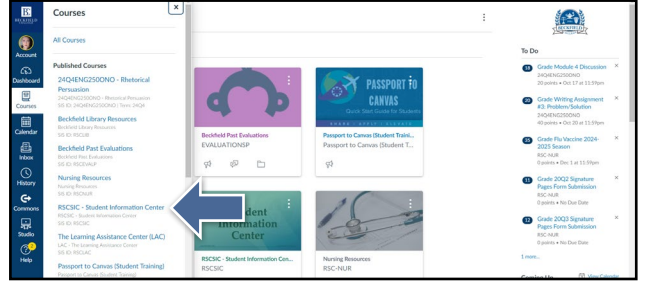


1



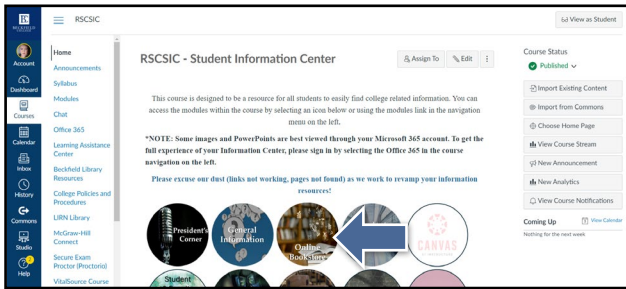
Visit beckfield.instructure.com and log into Canvas by entering your Beckfield username and password. You will need your class schedule available.

2



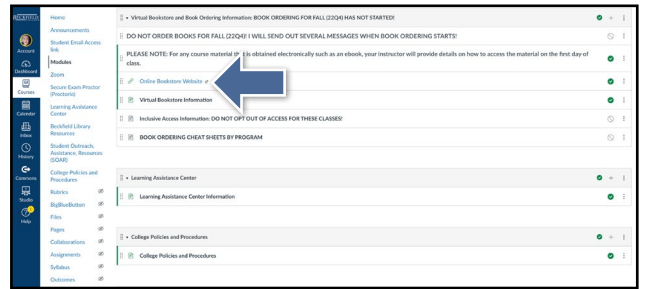
Select **Courses** on the left navigation bar and select **RSCSIC - Student Information Center**.

3



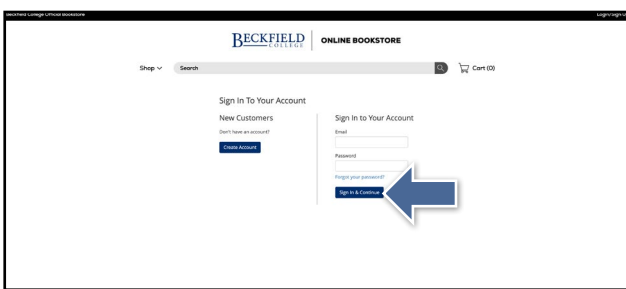
Select the **Online Bookstore** module icon.

4



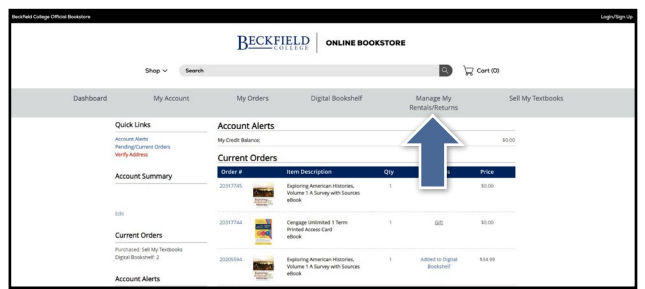
Select the **Online Bookstore Website** then select the **Open Online Bookstore Website in a new window** button.

5



Sign in using your Beckfield College email address and password. Do not attempt using personal information.

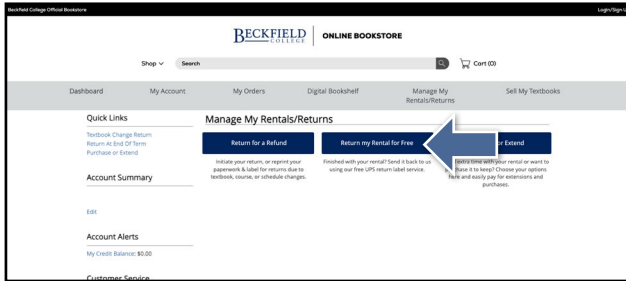
6



Select **Manage My Rentals/Returns** from the menu at the top.

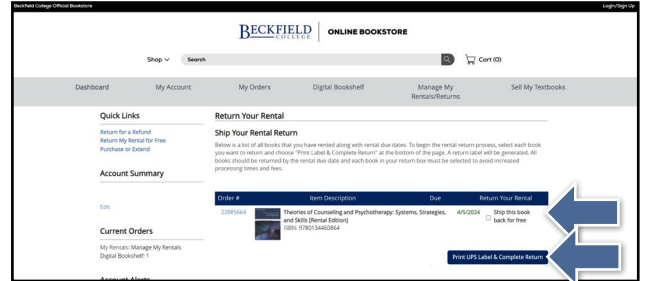


7



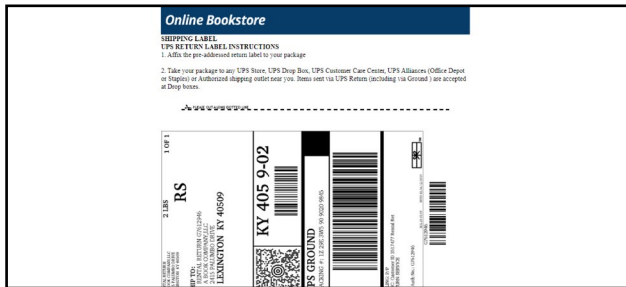
Select **Return My Rentals for Free**.

8



Locate the rental(s) you wish to return and select the **Ship this book back for free** box. Select **Print Label & Complete Return**.

9



Print your free UPS label and packing slip. Insert the packing slip with the rental(s) you are returning and affix the shipping label to the outside of your package. Take your package to The UPS Store.