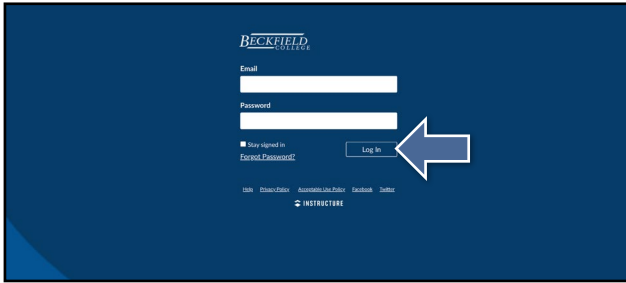
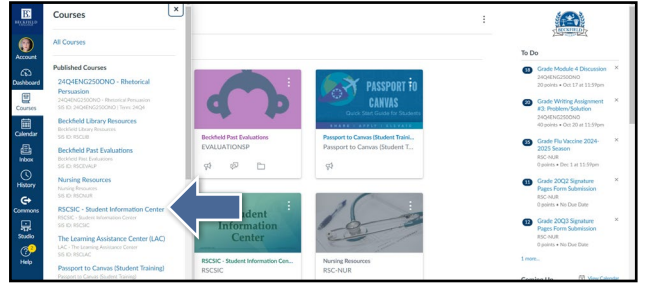


1



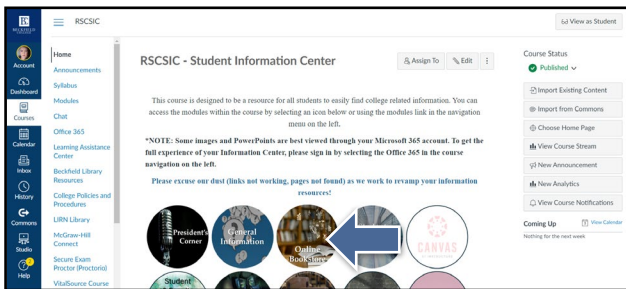
Visit beckfield.instructure.com and log into Canvas by entering your Beckfield username and password. You will need your class schedule available.

2



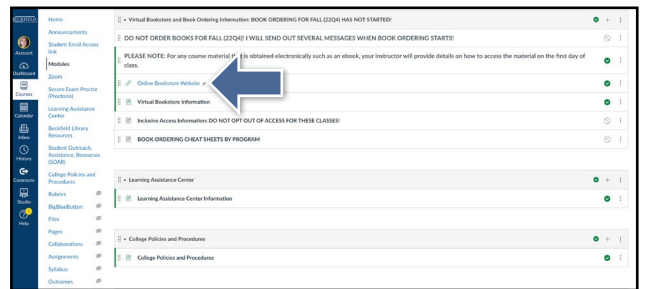
Select **Courses** on the left navigation bar and select **RSCSIC - Student Information Center**.

3



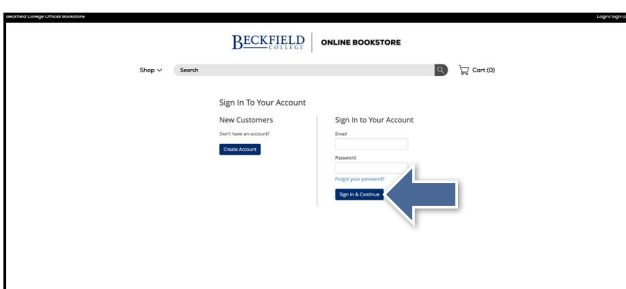
Select the **Online Bookstore** module icon.

4



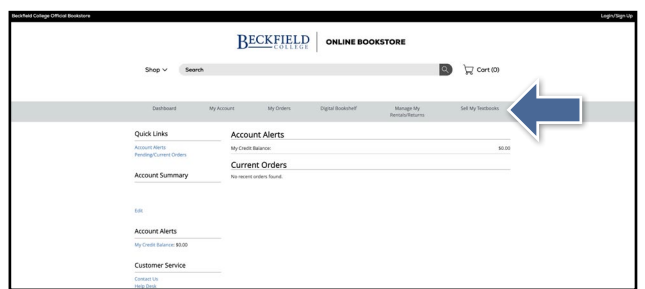
Select the **Online Bookstore Website** then select the **Open Online Bookstore Website in a new window** button.

5

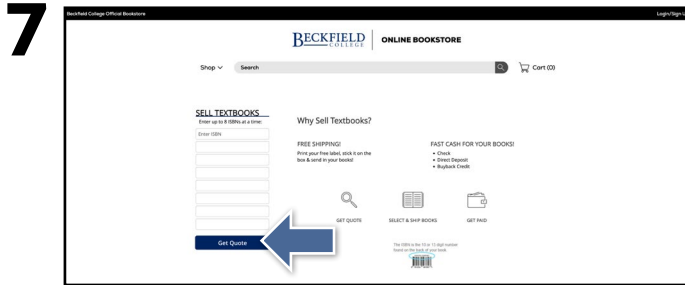


Sign in using your Beckfield College email address and password. Do not attempt using personal information.

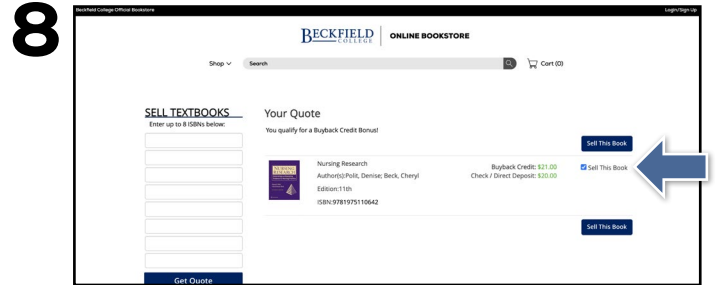
6



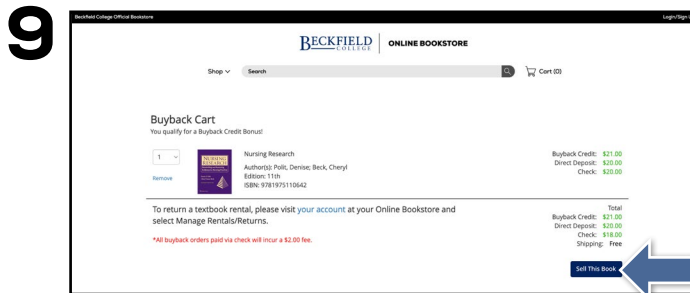
Select **Sell My Textbooks** from the dashboard at the top of the page. Then select **Sell to your Online Bookstore**.



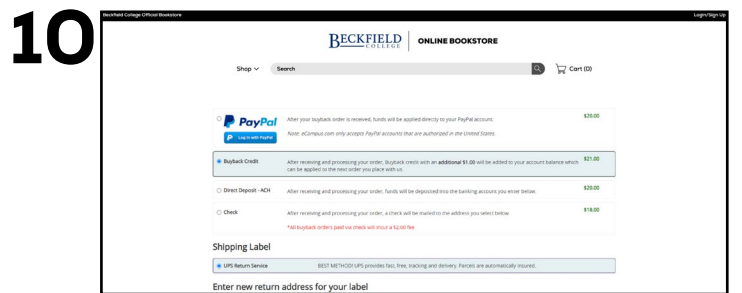
Enter the ISBN of the book(s) you wish to sell. Up to eight (8) books may be entered at a time. Once all ISBNs have been entered, select **Get Quote**.



You will receive a quote for each book. Select the **Sell This Book** box for the book(s) you wish to sell and select the **Sell This Book** or **Sell These Books** button.



Review your buyback cart and select **Sell This Book** or **Sell These Books**.



Select a payment option and enter your shipping information. Select **Complete** to confirm your transaction and view and print your pre-paid UPS label and packing slip. Insert the packing slip with the book(s) you are selling and affix the UPS label to the outside of your package. Take your package to The UPS Store.