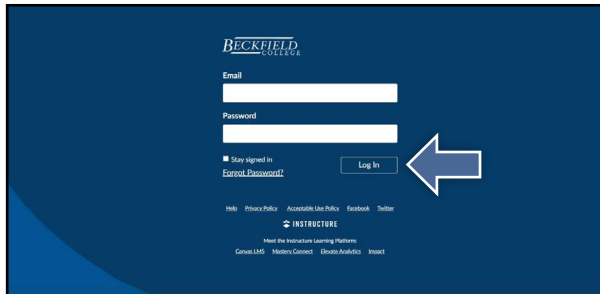


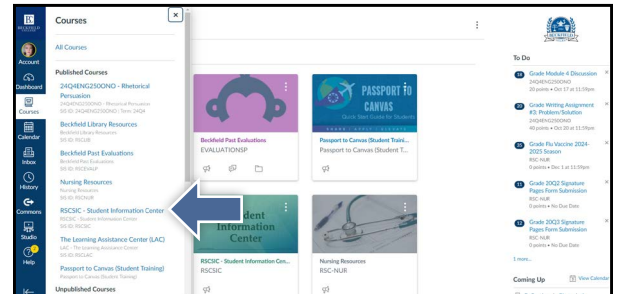


1



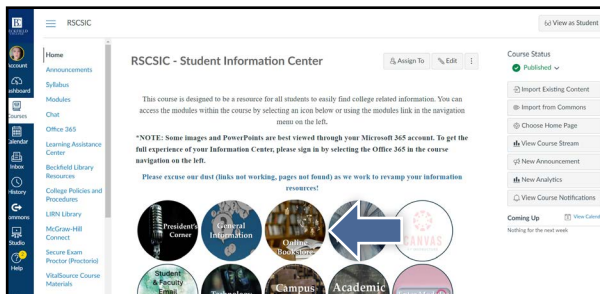
Visit **beckfield.instructure.com** and log into Canvas by entering your Beckfield username and password. You will need your class schedule available.

2



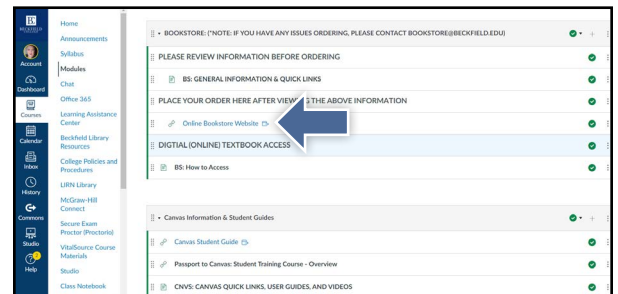
Select **Courses** on the left navigation bar and select **RSCSC - Student Information Center**.

3



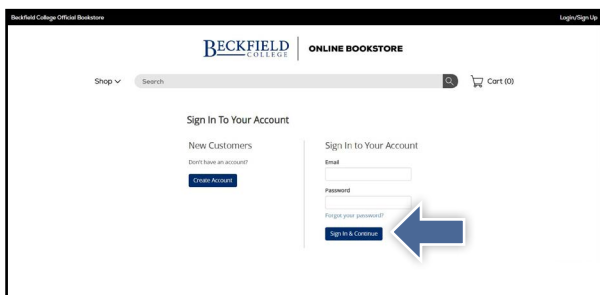
Select the **Online Bookstore** module icon.

4



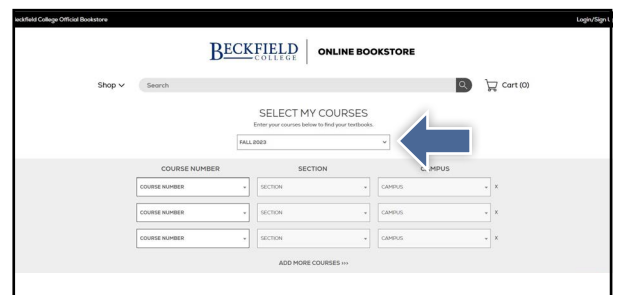
Select the **Online Bookstore Website** then select the **Open Online Bookstore Website in a new window** button.

5



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

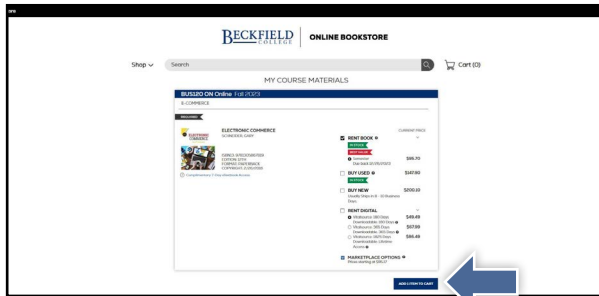
6



If your course materials automatically populate based on your schedule, skip to step 7. If your courses do not automatically populate, select your **Quarter**, **Course Number**, **Section**, and **Campus** and select **Find Materials for Course**. You are not required to purchase for any lab (L) or clinical (C) course.

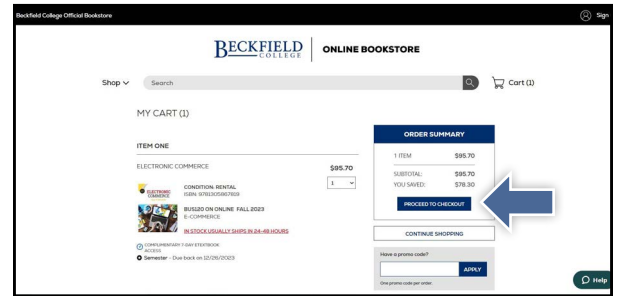


7



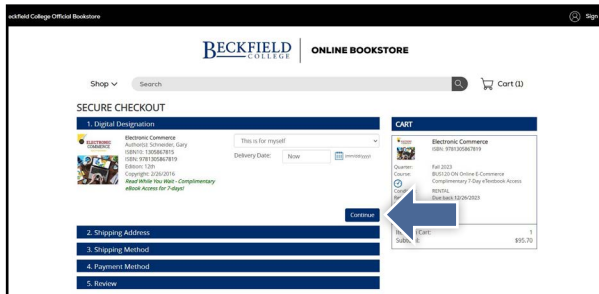
Select the item(s) to be purchased and select **Add Item to Cart**.

8



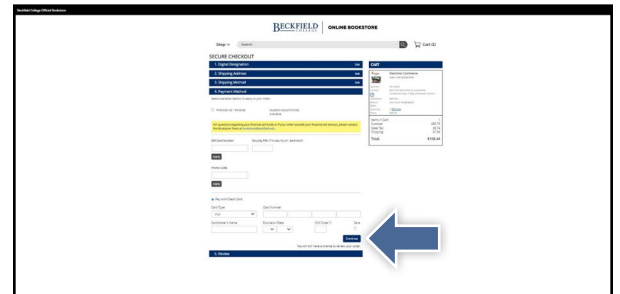
Review your order and select **Proceed to Checkout**.

9



Some books come with complementary 7-day electronic book access. If you are ordering before the start of class, make sure to change the delivery date to the first day of class.

10



Select or enter your **Shipping Address**, **Shipping Method**, and **Payment Method**. Select **Continue** to review and complete your order.

If a rental is being ordered, a credit card is required at checkout regardless of the selected payment method. The credit card will not be charged unless the rental is not returned or is damaged.

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.

If financial aid does not appear as a payment method, please contact bookstore@beckfield.edu with your name and Beckfield email address.