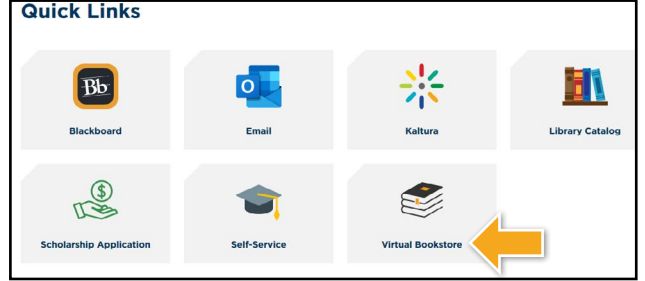


**1**



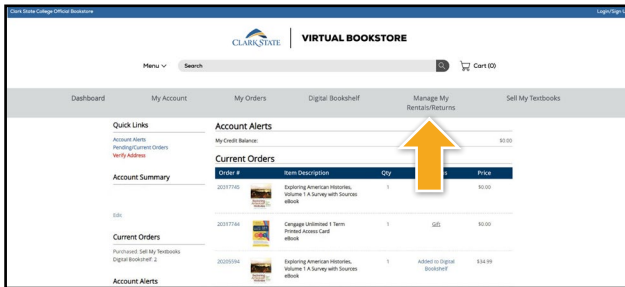
Log into your student portal at <https://my.clarkstate.edu>.

**2**



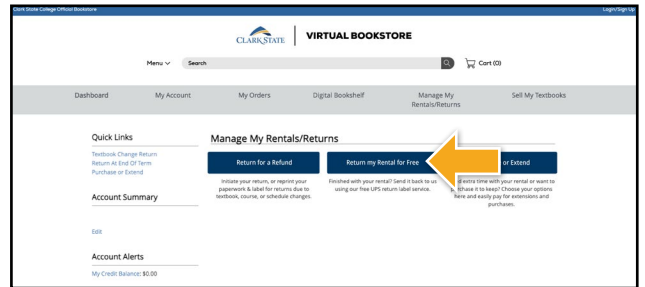
Under Quick Links select **Virtual Bookstore**.

**3**



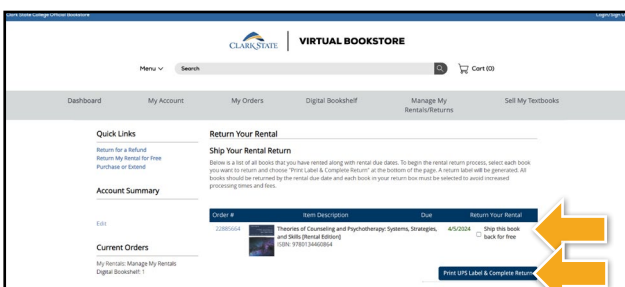
Select **Manage My Rentals/Returns** from the menu at the top.

**4**



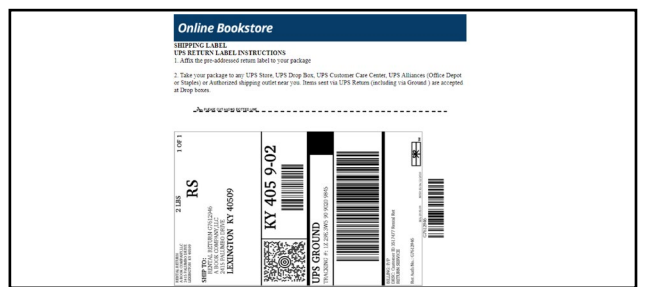
Select **Return My Rentals for Free**.

**5**



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

**6**



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.