

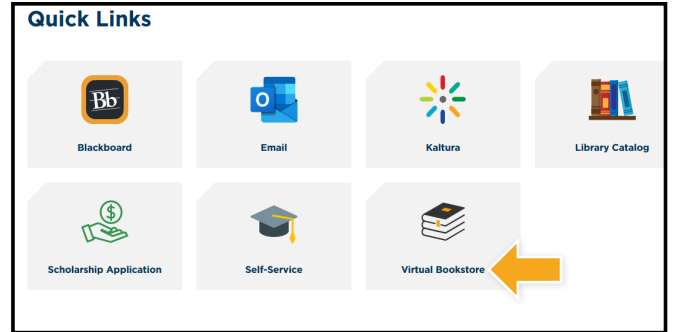
How to Order Course Materials

1



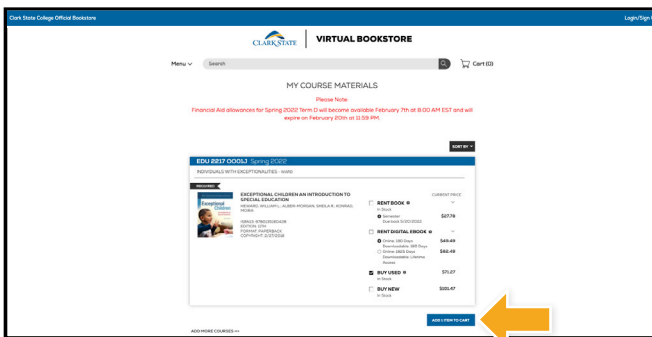
Log into your student portal at <https://my.clarkstate.edu>.

2



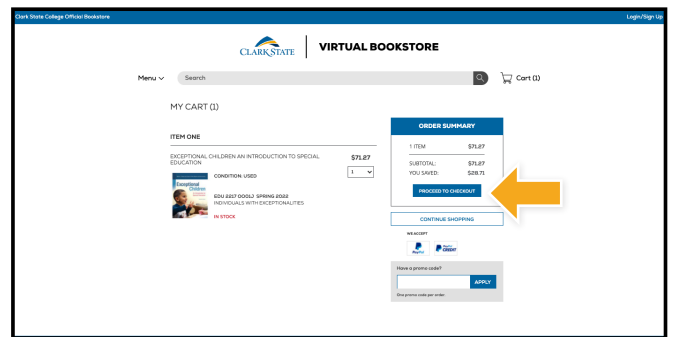
Under Quick Links select **Virtual Bookstore**.

3



Courses you're enrolled in will automatically populate. Choose your purchasing options and select **Add Item to Cart**. On the next page, review your order and select **Proceed to Checkout**.

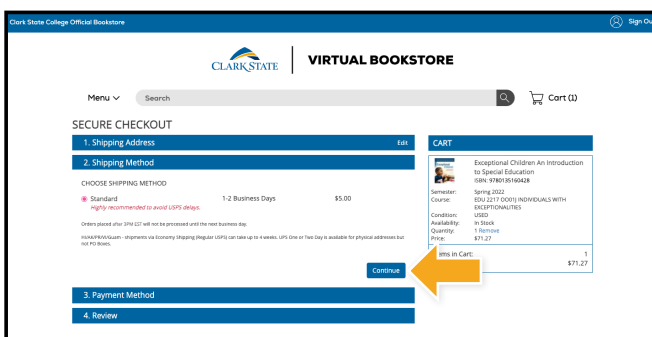
4



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

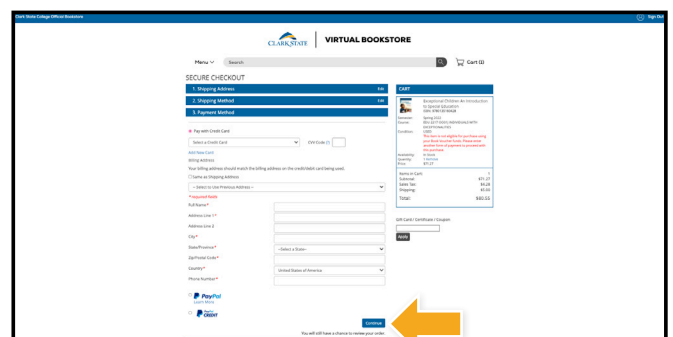
PLEASE NOTE: A book voucher does not become available to purchase course materials until 7 days prior to the start of the term.

5



Begin the checkout process by entering your shipping address. Select **Continue** to choose your shipping method.

6



Select your method on the payment screen: credit/debit card, Book Voucher, or PayPal. Select **Continue** to review. If a rental is selected, a credit card is required for collateral and will not be charged unless the book is returned damaged, or not returned. On the next page, select **Place Order** to receive your confirmation.