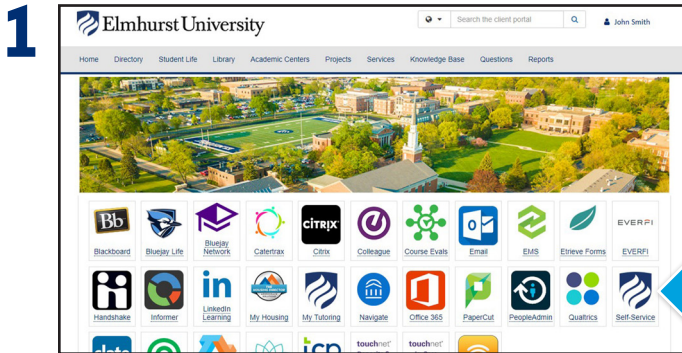
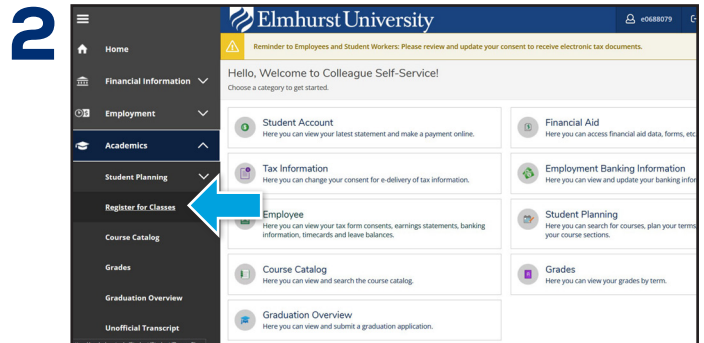


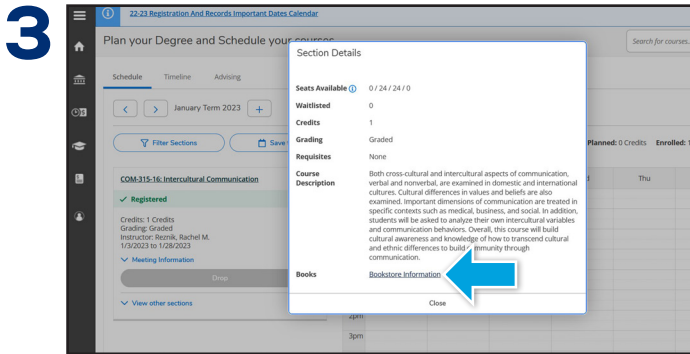
How To Order Course Materials



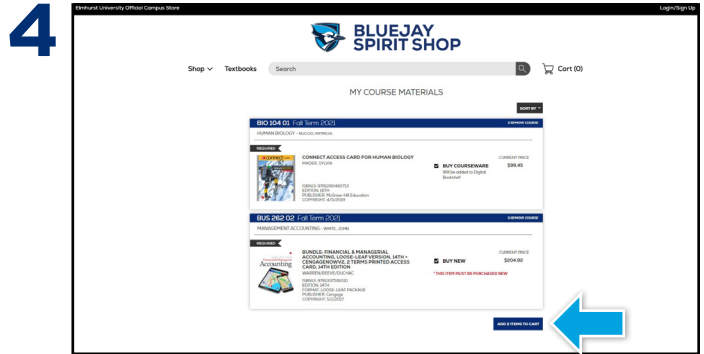
1 Log in to your **MyElmhurst** account and select **Self-Service**. Select the Student icon.



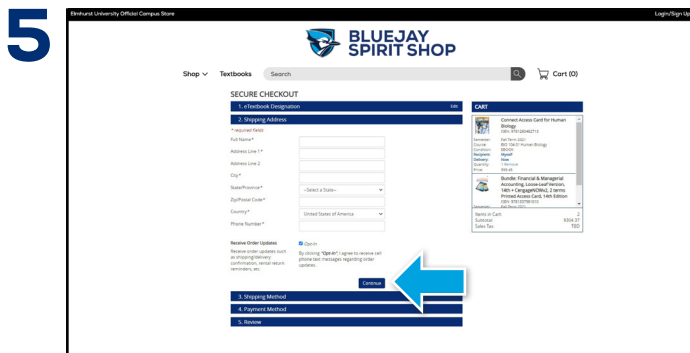
2 Within Self-Service, select the three lines icon (on the left), select **Academics**, and then select **Register for Classes**.



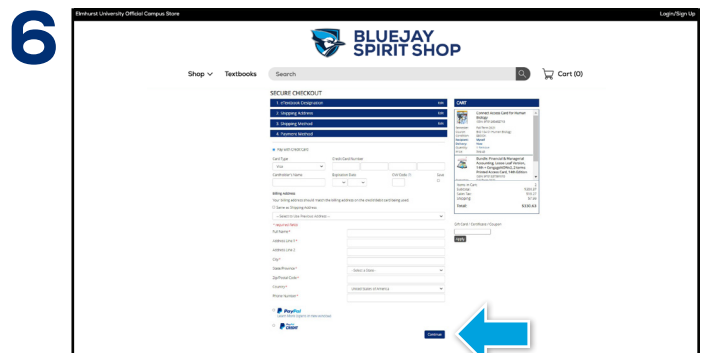
3 Select the term, then select the course name for more details. In the course details, select the **Bookstore Information** link.



4 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**.



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.