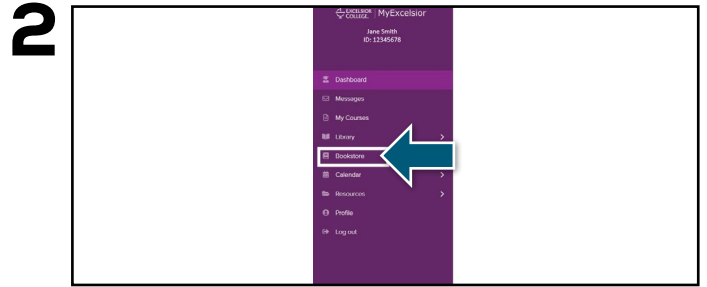
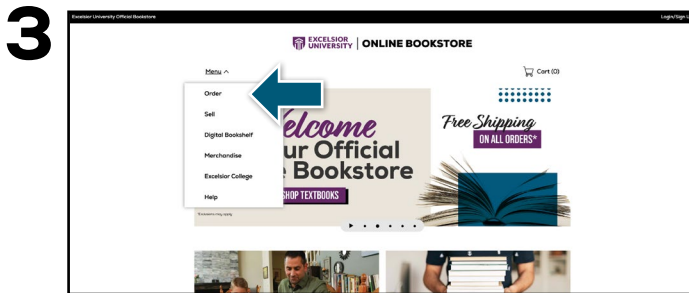


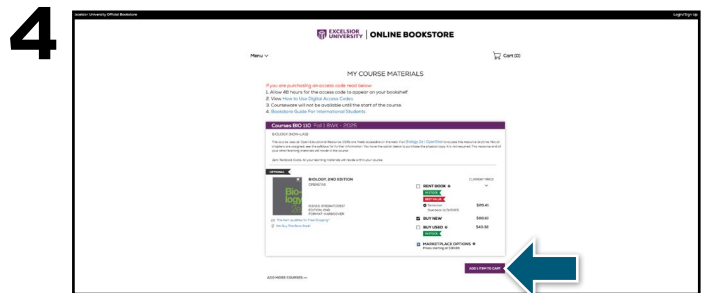
1 Visit **excelsior.edu** and sign in via your **MyExcelsior** student portal.



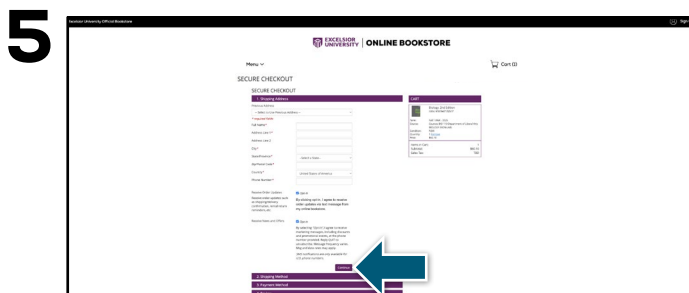
2 Select the **Bookstore** link to be directed to the online bookstore, where you will purchase course material.



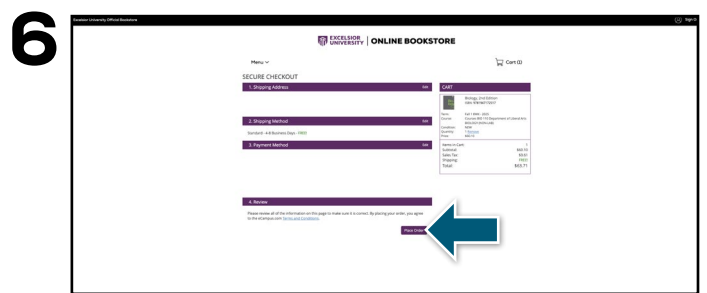
3 Select **Order** from the drop-down Menu or **Shop by Course**.



4 Select **Term, Course and Course Number**. Once all courses have been chosen, select **Continue**. Choose your purchasing options and select **Add Item to Cart**.



5 Begin the checkout process by entering your shipping address. Select **Continue** to choose your shipping method. Select your method on the payment screen: credit/debit card, UCard or PayPal. Select **Continue** to review.



6 After reviewing, select **Place Order** to complete the purchase and receive a confirmation number. Order confirmation will also be emailed.

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.