**1**
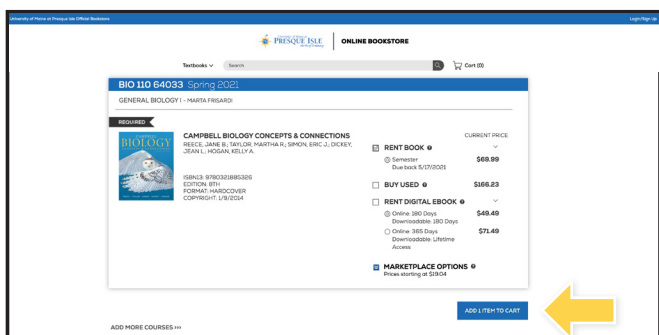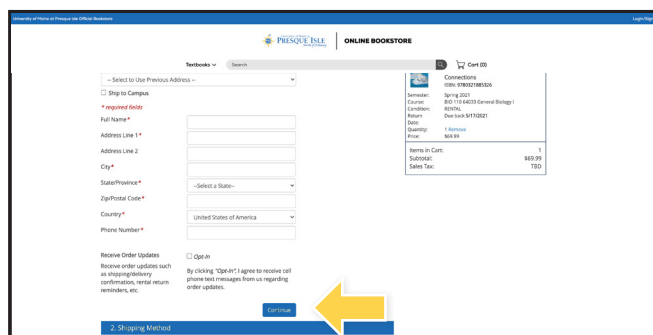


Log in to your **MyCampus Portal**.

**2**
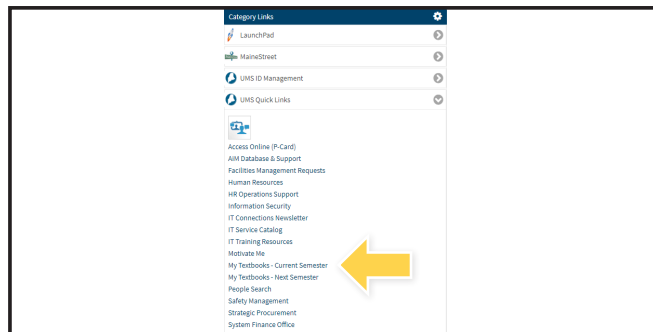


Under **UMS Quick Links** select **My Textbooks – Current Semester.**
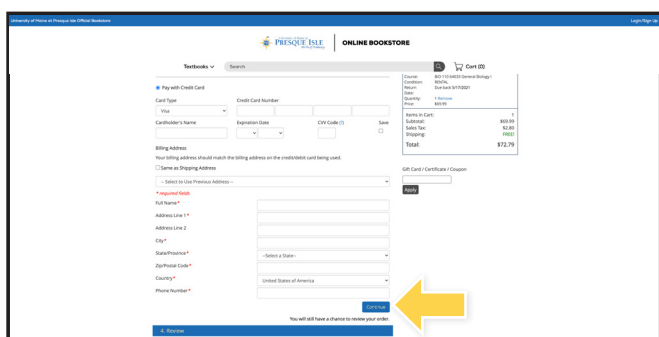
**3**



Courses you're enrolled in will automatically populate. Choose your purchasing options and select **Add Item to Cart**.

**4**



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

**5**



Select your method on the payment screen: Credit/Debit, third party agency funds, 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.

**6**
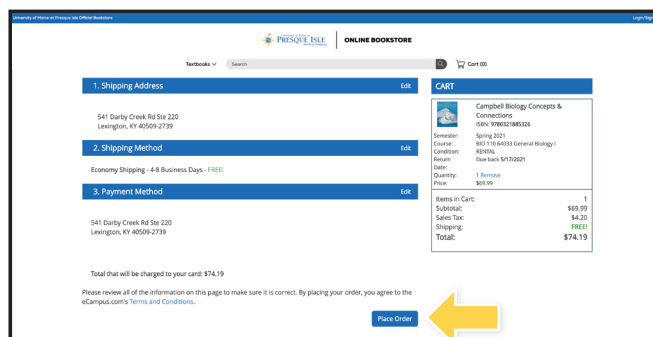


After reviewing, select **Place Order** to complete the purchase and receive a confirmation number. Your order confirmation will also be emailed.