

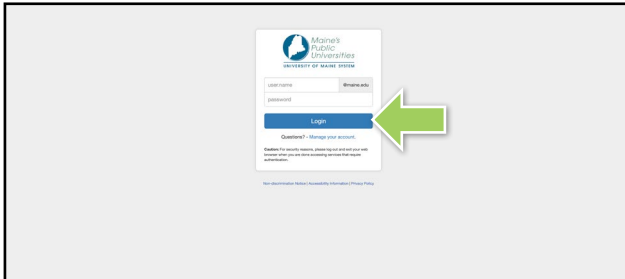


ONLINE BOOKSTORE

How to Order Your Course Materials

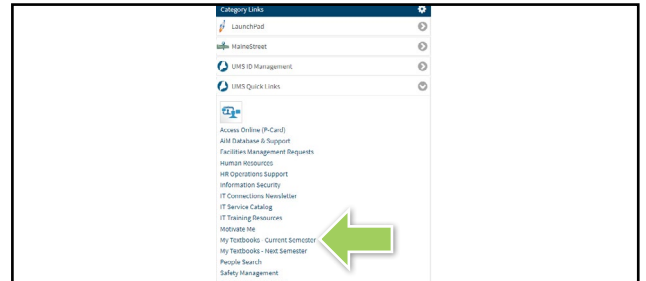


1



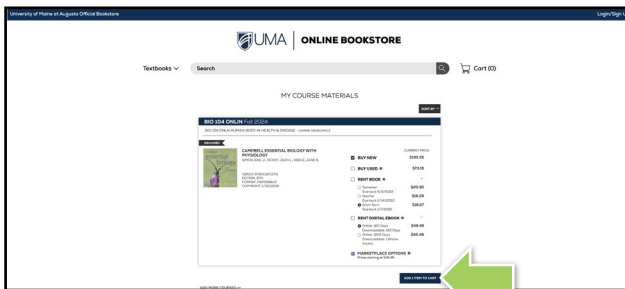
Log in to your **MyCampus Portal**.

2



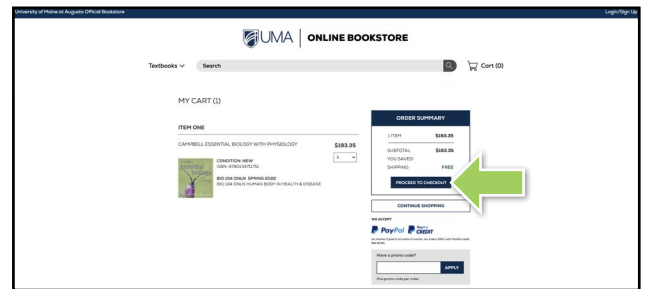
Under **UMS Quick Links** select **My Textbooks - Current Semester**.

3



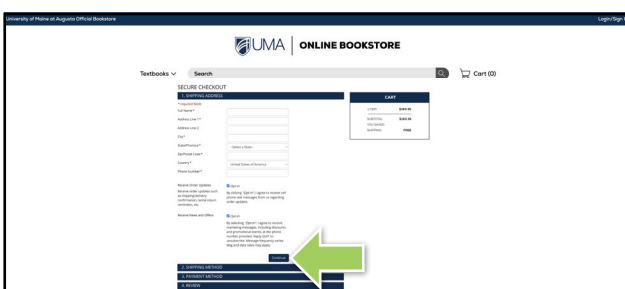
Your course materials will automatically populate based on your schedule. Select the item(s) to be purchased and select **Add Item to Cart**.

4



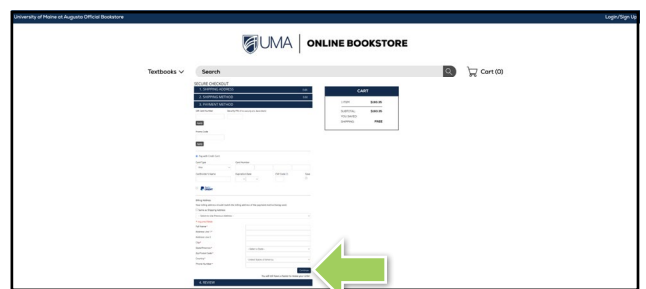
Review your order and select **Proceed to Checkout**.

5



Begin the checkout process by selecting your **Ship to Campus** preference or entering your shipping address. Select **Continue** to choose your shipping method.

6



Select or enter your payment method. Select **Continue** to review and complete your order.

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.