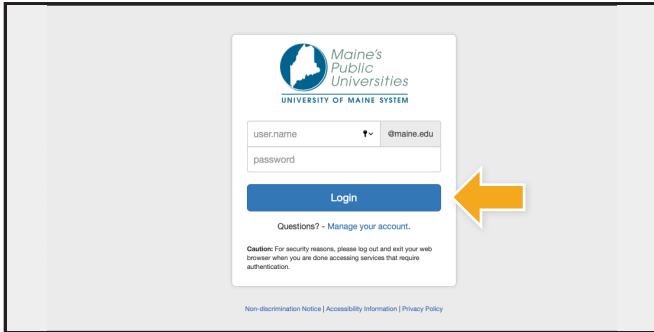
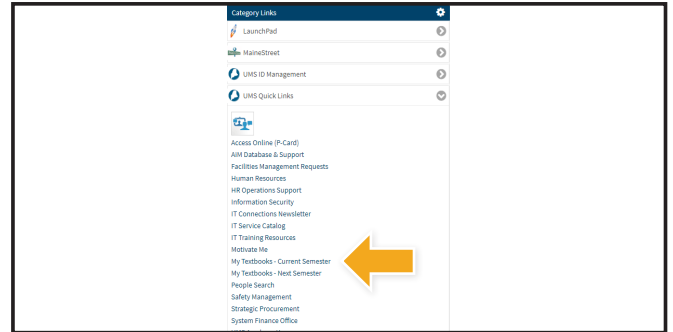


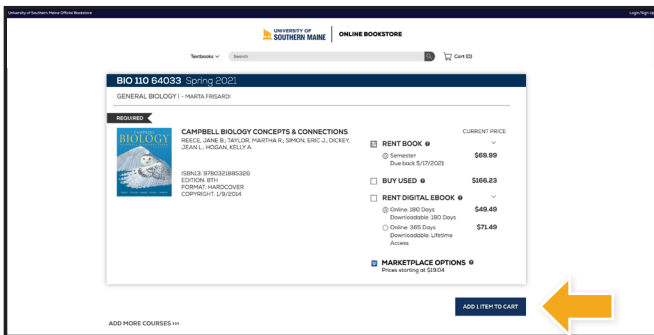
How to Order Course Materials

1


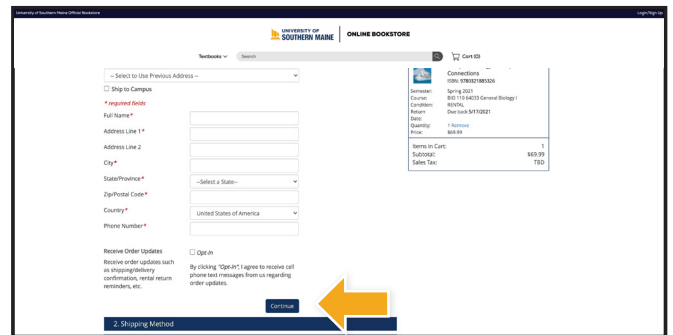
Log in to your MyCampus Portal.

2


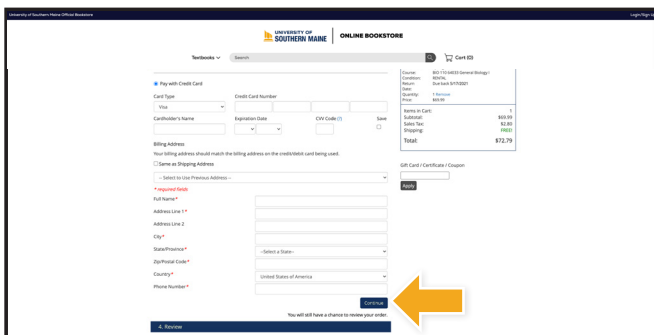
Under **UMS Quick Links** select **My Textbooks - Current Semester**.

3


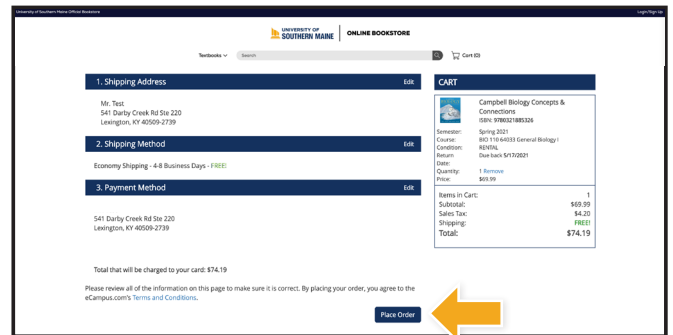
Courses you're enrolled in will automatically populate. Choose your purchasing options and select **Add Item to Cart**.

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.