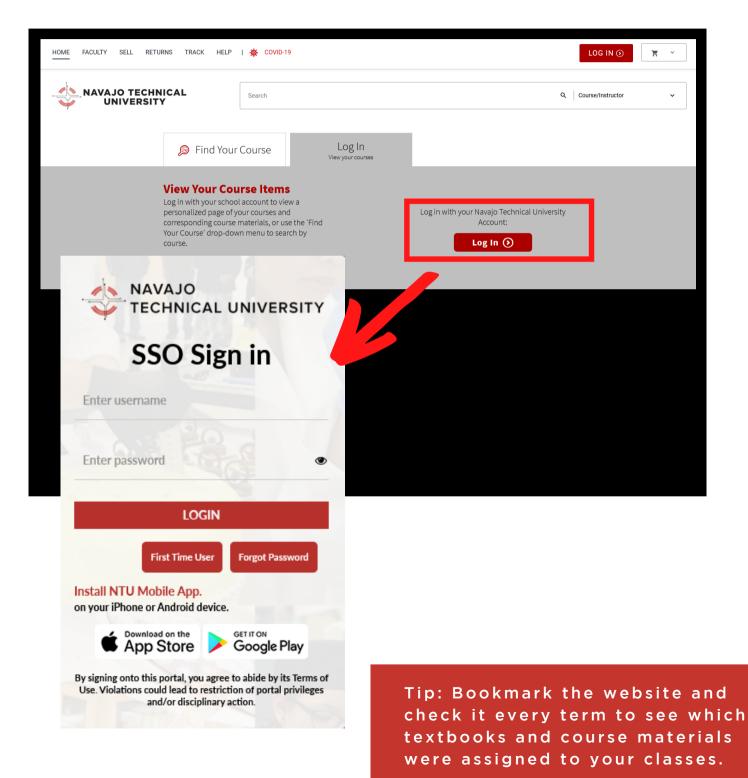


#### THE NTU ONLINE BOOKSTORE

#### **TEXTBOOK ORDERING GUIDE**



Visit the website at NavajoTech.TextbookX.com and log in with your SSO sign in to view your personalized page.



# **REVIEW YOUR COURSES**

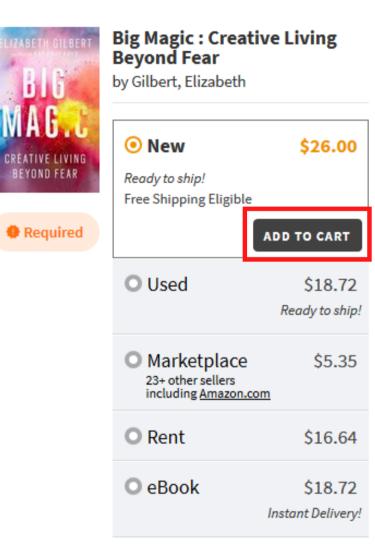
Once logged in, you'll see your personalized "My Courses" page, which lists all of your registered courses for the upcoming term along with all of the textbooks your professors assigned. Welcome Morgan, you have 5 required course materials to order for your Fall 2020 and Summer 2020 classes.

#### COURSE: 3 Items meg-live1 home · Fall 2020 · Art ART4344 S643 — APPROACHES TO CREATIVITY Alejandra Macejkovic COURSE NOTE: Please click here to access your library resources Big Magic : Creative Living Beyond Fear A Whack on the Side of the Head How You Can Be More by Gilbert, Elizabeth Creative A Whack on by Roger Von Oech the Side of the Head New \$26.00 New \$17.00 Ready to ship! Free Shipping Eligible Ready to ship! Free Shipping Eligible Optional Required ADD TO CART ADD TO CART O Used \$18.72 O Used \$10.88 Ready to ship! Ready to ship! O Marketplace \$5 35 O Marketplace \$4.77 23+ other sellers including <u>Amazon.com</u> 11+ other sellers including <u>Amazon.com</u> O Rent \$16.64 O Rent \$10.88 eBook \$18.72 Instant Delivery!

Tip: You can also use the "Find Your Course" drop-down menu to locate a course, but logging in is the quickest way.

### SELECT YOUR COURSE MATERIALS

Choose from the new, used, eBook, rental, and Marketplace options available.



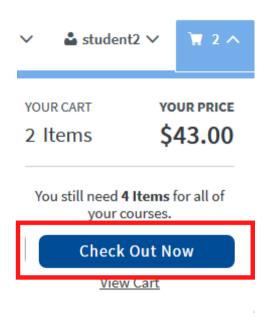
- New and used textbooks qualify for free economy shipping when the order is over \$49.
- There are no shipping charges for eBooks, which have a variety of terms, from 30 days to lifetime license. All terms that are available will display (i.e., not all eBooks offer lifetime licenses).
- Rental shipping charges will be calculated during checkout. Rentals have set return dates which will be posted as you check out. Due date reminders will be emailed to you.
- The Marketplace is where students and others buy and sell books from each other at discounted prices. Students can save an average of 60% off on Marketplace items. Books ship directly from the seller. \*Note, Marketplace books have different return policies and do not qualify for free shipping.

Add all of the items you want to order by clicking "Add to Cart."

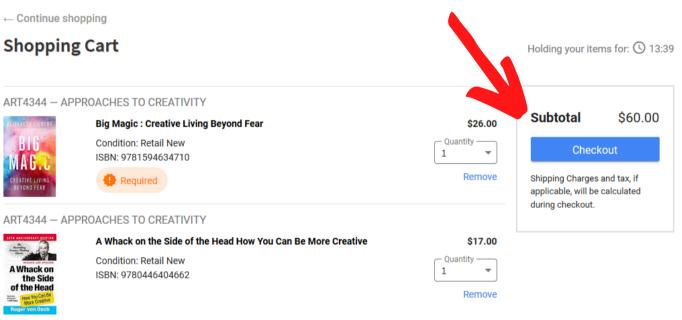
Tip: You can post and sell your old textbooks on the Marketplace!



## **REVIEW YOUR ORDER**



After selecting all of the course materials you want to order, click the cart icon on the top right of the screen and then click "Check Out Now." Review your order.

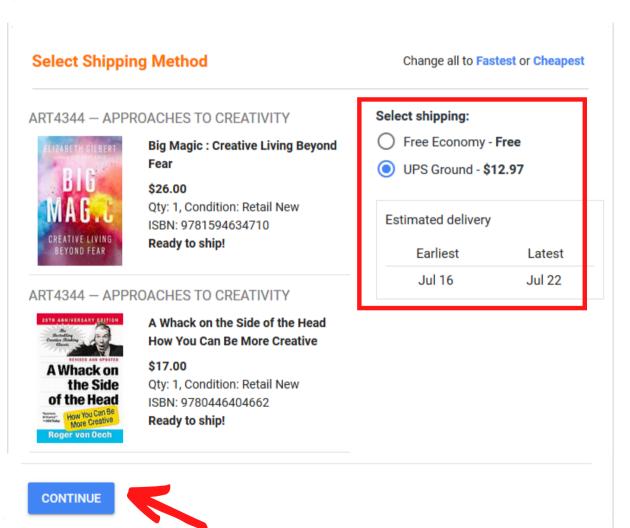


Tip: Ordering early gives you the best chance of finding the most affordable options.

# SELECT SHIPPING DETAILS

The home address that your school has on file will autopopulate. You can also choose to deliver your order to campus (pick up at the campus store) or add a new address if you would like to deliver to another location.

Choose the shipping method for each of your textbooks. Please note, Marketplace items do not qualify for free shipping. Click "Continue."



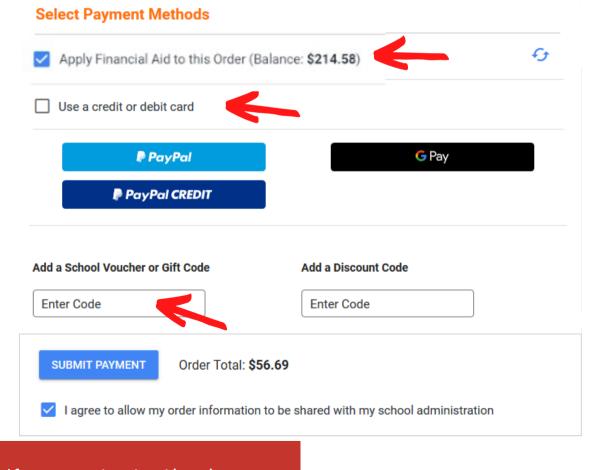
Tip: Select products qualify for free shipping offers when your order is over \$49.

## ENTER PAYMENT AND CHECK OUT

The Online Bookstore accepts debit, credit, and prepaid cards as well as PayPal, Google Pay, and Apple Pay.

If you are using approved financial aid funds or charging to your student account, your balance will automatically be visible on the website's header when you are logged in. When checking out, select the check box next to "Apply your student account to this order." If you use a gift certificate (navajotech.textbookx.com/giftcards) add it to the "Add a School Voucher or Gift Code" box. If there is a remaining balance after applying these funds, enter another form of payment.

After completing the billing information, click "Submit Order" and an order confirmation email will be sent to your school email account.



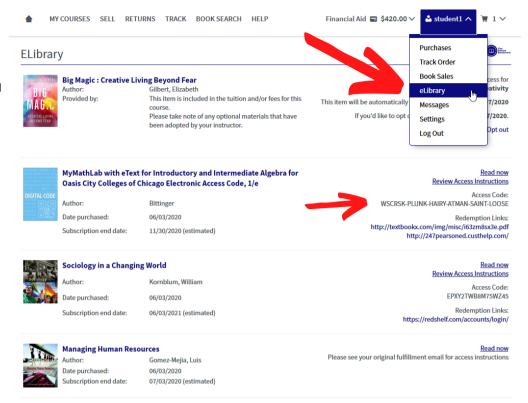
Tip: If you rent a textbook, you will need to enter a credit card number to ensure its return.

# LOCATE DIGITAL MATERIALS

If you order a digital product (access code or eBook) you will receive an email within a few hours of your order with access instructions.

The access information will also be located in your bookstore account under eLibrary.

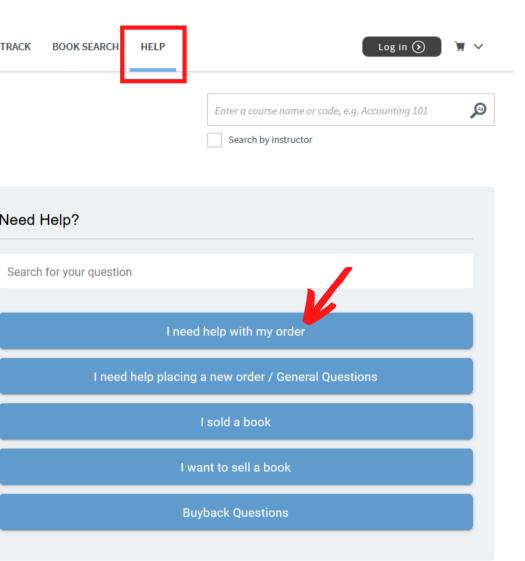
\*While most digital courseware access is emailed, depending on the publisher, some are physically mailed. Check your confirmation email for details, or log into your bookstore account and review your "Purchases" page for access codes or tracking details.





Tip: Check your elibrary for digital access information – especially if you don't check your email that often!

#### **CUSTOMER EXPERIENCE**



If you need assistance with an order, click "Help" to use the dynamic feature to find an answer to your question.

You can also send an email or call the Customer Experience team.

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