RETURNING RENTALS AT THE ONLINE BOOKSTORE, POWERED BY TEXTBOOKX

Rental return instructions:

Instructions are the same for all schools partnered with Akademos/TextbookX

- 1. Visit the bookstore website to print your pre-paid return label.
- 2. Affix label to package.
- 3. Enclose **all** rentals in **one** package (one label per term is provided).
- 4. Drop off package at any USPS blue box. If you drop off the package to your campus mail room, let them know the package is for a USPS blue box.

Where do I find my return label and instructions on how to return it?

There are two ways you can find the label and instructions to return them. You can EITHER **(A)** access it from the "returns" page or **(B)** access it from the "purchases" page. Remember to be logged in to your Bookstore account.

SELL RETURNS TRACK	HELP	~	△ ∧ ™ ∨
TEXTBOOKX	(A) access label from "Returns"	Enter a course parter r or (B) access label from "Purchases"	Purchases Track Order Book Sales eLibrary Messages
Find Your Course			Settings Log Out
TERM Spring 2021	CAMPUS Select Campus	▼	Select your course to view course items.
Select Course		▼	

A. Access Rental Control Panel from Returns Page:

- 1.Log in to your account and then click "Returns" at the top of the website (pictured on first page).
- 2. Use the drop-down menu to select the Order ID with rental textbooks.
- 3. Rental textbooks will have a link to the "Rental Control Panel." Click the link.
- 4. Follow instructions to print the label and send the books.

<u>B. Access Rental Control Panel</u> <u>from Purchases Page:</u>

- 1. Log in to your account and then click on your username on the upper right side of the website (pictured on first page).
- 2. Click on "Purchases."
- 3. Scroll down until you see a rental textbook. Then click "Rental Control Panel.
- 4. Follow instructions to print the label send the books.

Rental Control Panel:

Once you are in the Rental Control Panel, note the return dates and read the return instructions. Then click "Print Shipping Label."

REMEMBER: Enclose **all** rental textbooks in **one** package (one label per term is provided).

Returns Made Easy

Our goal is to minimize your textbook costs and provide you with the best online shopping experience possible. That's why our return process is easy and straightforward.



