

NTU | NAVAJO
TECHNICAL
UNIVERSITY

ONLINE BOOKSTORE





Finding Your Course Materials Just Got Easier

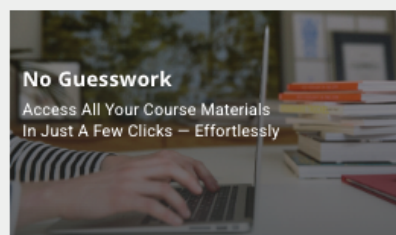
Buy or rent new, used, and ebooks at your online bookstore. Log in to find your required and optional course materials, and save money!

Log In With Your School Credentials*

*No need to create another account!



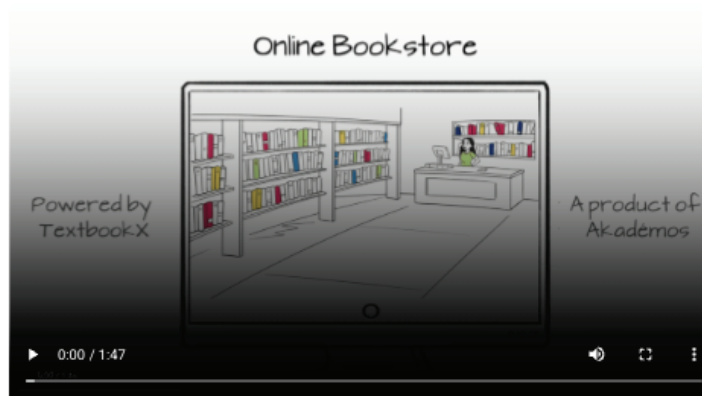
Why Choose Us: Easy & Affordable Learning



How it works

Get your course materials in less than 5 minutes!

- 1 Sign in using your student ID or university credentials.
- 2 Continue to your personalized page of your courses and required materials.
- 3 Add your materials to your cart & checkout with ease.



What our students say

"It's a great way to find textbooks and compare prices. I also like that it takes all the guesswork out of locating the correct textbook. It pulls up the courses you are enrolled in."

Sarah W.

"Easy for me to see what books I need. It also gives me multiple options for pricing. Lets me know when my package will roughly arrive."

Matthew S.

"Carries college textbooks and supplies. Makes them easy to find. Quickly expedites orders. All with varying prices to choose from."

Kelly J.



WELCOME TO THE **NTU ONLINE BOOKSTORE**

Welcome to Navajo Technical University! We're excited to have you here. This easy-to-follow guide is designed just for **first-year students** and will walk you step by step through how to order your textbooks, pay for them, and access your digital materials; so you feel confident and prepared from day one.

Take your time, follow each step, and remember: the NTU Bookstore team is always here to help you along the way.

What is the NTU Online Bookstore?

The NTU Online Bookstore is where you will:

- ✚ Find required and recommended textbooks for your classes
- ✚ Purchase physical books, eBooks, and access code
- ✚ Use your **Bookstore Charge Program (BCP)** funds or personal payment methods
- ✚ Track orders, return eligible items, and access digital materials

You can access the bookstore using your NTU student login.

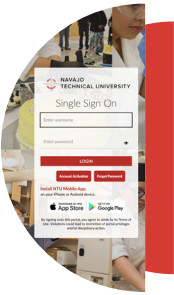
Friendly Tips for First-Year Students

- ✚ Order your books **early**
- ✚ Check course formats (online vs in-person)
- ✚ Keep your order confirmation emails
- ✚ Ask for help — bookstore staff are here for you!

**WELCOME TO NTU,
AND BEST WISHES FOR A SUCCESSFUL FIRST YEAR!**

STEP BY STEP GUIDE:

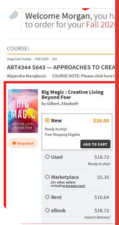
How to Order Your Textbooks



Step 1: Log In to the NTU Online Bookstore

- + Visit the **NTU Online Bookstore website**
- + Log in using your **NTU SSO Username and Password**

Once logged in, you will be taken to your personalized **“My Courses”** page.

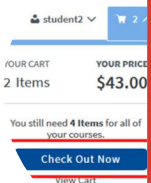


Step 2: Review Your Courses and Required Books

- + Your registered courses for the semester will be listed
- + Each course will show the textbooks selected by your professor

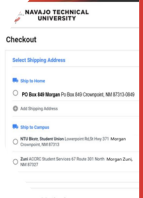
Important Tips for First-Year Students:

- + Double-check your selections
- + Avoid ordering the same book twice
- + Review formats carefully (eBook vs. physical copy)



Step 3: Add Your Books to the Cart and Check Out

- + Select the books you want
- + Click the **cart icon** in the top-right corner
- + Choose **“Check Out Now”**



Step 4: Choose Where You Want Your Books Delivered

You may ship your books to:

- + Your **Home Address**
- + An **NTU Campus Location**
- + Another Approved Address

Common NTU Locations include:

- + Navajo Technical University - Crownpoint Campus
- + Shiwi College & Career Readiness Center (Zuni)

Be sure to enter a **mobile phone number** and save your address.

Step 5: Confirm Your Student Tax Exemption

As an NTU student:

- + Check the box certifying that you are **full-time or part-time NTU Student**
- + This ensures **sales tax is not added** to your order

Step 6: Choose How You Want to Pay

You have two main options:

Bookstore Charge Program (BCP)

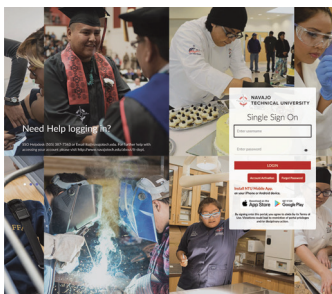
- + Eligible students received up to **\$500**
- + Charges are applied to your **student account**
- + Ideal for students with financial aid

Personal Payment

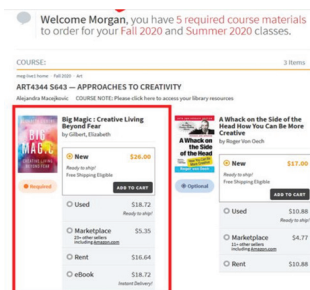
- + Credit Card or Debit Card
- + No Voucher or Discount Code needed

Click **“Submit Payment”** to complete your order.

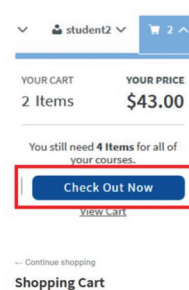
Process at a Glance



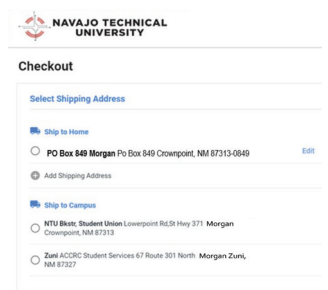
Step 1



Step 2



Step 3



Step 4

Step 5

Step 6



BOOKSTORE CHARGE PROGRAM (BCP): **What First-Year Students Should Know**

What is BCP?

The **Bookstore Charge Program** allows you to **buy textbooks now and pay later.**

- ✚ Available to registered NTU students
- ✚ Up to **\$500 per semester**
- ✚ Billed directly to your **Student Account**

When is it Available?

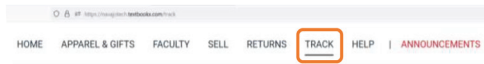
- ✚ Opens **4-5 weeks before classes begins**
- ✚ Closes about **one week after classes start**

How is it Paid?

- ✚ Financial aid (if eligible) will cover charges first
- ✚ Any remaining balance must be paid through Student Billing

STEP-BY-STEP:

How to Track Your Book Order



To track your order:

- ✚ Log in to the NTU Online Bookstore
- ✚ Click the **“Track”** Tab
- ✚ Enter your **school email** and **order number**



You will be able to:

- ✚ See order status
- ✚ View tracking number for shipped books
- ✚ Confirm delivery progress

For help, visit the bookstore help page or call customer support.

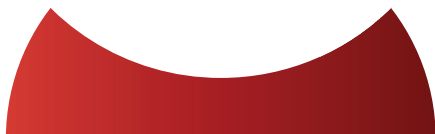
STEP-BY-STEP:

Returns & Refunds



Eligible Returns

- ✚ Must be returned within **2 weeks after classes start** or **30 days from order**
- ✚ Items must be in **original, unused condition**
- ✚ Some items (access codes, marketplace items) may be **non-refundable**



How to Start a Return

- ✚ Log in to the bookstore
- ✚ Click **“Returns”**
- ✚ Choose a return reason
- ✚ Print the return slip and follow instructions

Refunds are typically processed within **10-14 business days.**

STEP-BY-STEP:

Accessing Your Digital Books (Vital Source)

Many first-year courses use **digital textbooks** through **VitalSource Bookshelf**.

HOW TO ACCESS YOUR EBOOKS

01

Log in to the
NTU Online Bookstore

02

Click your username
→ eLibrary

03

Select **“Access Now”**

04

Log in or create a
VitalSource account
using your **NTU email**

Your digital books will appear in your Bookshelf.



STEP-BY-STEP:

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STEP-BY-STEP:

Accessing Your Digital Books (Vital Source)

Access Codes & Courseware (Two-Step Process)

Some courses require additional publisher access:

01

Access the material through **eLibrary**

02

Reveal and copy the **access code**

03

Click **“Go to the Website”**

04

Follow the publisher’s instructions

Always confirm you have the **correct course material** before revealing a code.





NEED IN-PERSON HELP?

Visit the Bookstore

You can also purchase supplies and get help in person.

Available Items Include:

- + Culinary, Baking, Veterinary, CNA, Automotive materials
- + School Supplies
- + NTU Apparel & Merchandise

Bring your **class schedule** if you plan to charge items to your student account.

SCAN THE QR CODE OR EXPLORE THE NTU BOOKSTORE WEBSITE TO LEARN MORE.

<https://www.navajotech.edu/students/bookstore/>



NEED ASSISTANCE WITH AKADEMOS/ VITALSOURCE?

Use the Customer Service team via the following:

- + **Help Center:**
navajotech.textbookx.com/help
- + **Phone:** (855) 955-0398
- + **Email:** help@vitalsource.com

When emailing or calling the Customer Help Desk, please provide:

- + Your Order Number
- + Your Name
- + A Brief Statement of Your Order

CONTACT THE NTU BOOKSTORE

Main Campus Bookstore

SUB Building, Room 141
(Across the NSSC Tutoring Center)

Bookstore Manager

Kami Morgan
(P): (505) 387-7497
(E): ntubookstore@navajotech.edu

Chinle Instructional Site Bookstore

2-Story Building

Bookstore Technician

Francine Bia
(P): (928) 882-3142
(E): fbia@navajotech.edu

PASSWORD TRACKER

Website

Username

Password

Email

Website

Username

Password

Email

Website

Username

Password

Email

Website

Username

Password

Email

NOTES



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