NPC Online Bookstore

TEXTBOOK ORDERING INSTRUCTIONS

STEP 1: Go to *www.npc.edu/textbooks* directly. Or, navigate the NPC website at *www.npc.edu*, click the top right menu button (three horizontal lines), and click Textbooks/Bookstore under Current Students. Then click NPC Online Bookstore button.

STEP 2: Now on the eCampus website, click Order Your Textbooks, select a semester, select a department, and select a course. You can select more courses by clicking Add More Courses. Click Find Materials For # Course when you have selected all your courses.

STEP 3: Review the Required, Optional, or Choice course items. Choose an option: Rent Textbook, Buy Used, Buy New, Rent Digital e-Book, Buy Courseware (Access Card), or buy from Marketplace. *Note: Not all purchase options may be available for all course items.* When finished selecting items, click ADD # ITEM TO CART and then click GO TO CART if you're ready to checkout. An order summary of your cart will display. Review your selected items to make certain it is correct. Review any Textbook Condition Terms and make a selection to proceed. When you are ready, click PROCEED TO CHECKOUT.

STEP 4: If you are a current customer, Sign In & Continue. If this is your ***first time*** ordering through NPC Online Bookstore, select Create Account. *Note: NPC provides all students with an NPC email address which can be used to create a bookstore account.* Make note of your username (email) and password. You will need it for future purchases, track your book orders, return rentals, or sell your textbooks.

STEP 5: Enter your Shipping Address and Phone Number, then click Continue. Choose a Shipping Method, then click Continue. *Note: Free **USPS** shipping on orders over $35.00; excludes Marketplace purchases. Economy shipping will show as the only method for PO Box addresses. More shipping options including expedited shipping will display for physical addresses.*

STEP 6: Carefully review your order information to be sure it is correct. Students paying out of pocket should proceed to STEP 7. *Students purchasing textbooks with a payment plan need to make note of the cart amount including sales tax and any shipping fees. Save your cart by signing out of your bookstore account. Skip to **PAYMENT PLAN PURCHASING METHOD.***

STEP 7: Select a payment method, then click Continue. The last step is to click the Place Order button. You have now submitted your order and an order confirmation will be provided to you by email. You can Sign Out of your bookstore account. To view your order progress, go to *www.npc.ecampus.com* and sign in to your account by clicking the person icon (located on the top right of the page next to the shopping cart icon).

PAYMENT PLAN PURCHASING METHOD

- Student needs to notify the NPC Bookstore to add the book charge to the student account **prior** to establishing a payment plan. Email *books@npc.edu* or call 800-266-7845 extension 7480. Student needs to provide their name, student ID, phone number, email address, and the exact amount due for textbooks including sales tax and any shipping fees.
- Bookstore will bill student account and contact student to set up payment plan through MyNPC. Bookstore will email student in 1-2 business days with voucher information to purchase textbooks.
- Student will need to return to the eCampus website and log in to their bookstore account to order textbooks. Proceed to STEP 7; on the Payment Method screen, select **e-Cashier Account**.