

# NPC Online Bookstore

## TEXTBOOK ORDERING INSTRUCTIONS

**STEP 1:** Go to [www.npc.edu/textbooks](http://www.npc.edu/textbooks) directly. Or, navigate the NPC website at [www.npc.edu](http://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**.*

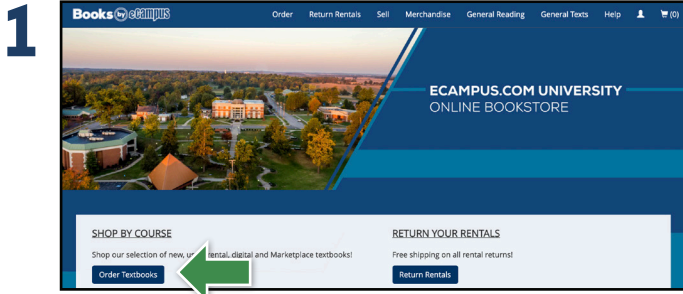
**STEP 7:** Select a payment method, then click [Continue](#). The last step is to click the [Place Order](#) button. You have now submitted your order and an order confirmation will be provided to you by email. You can [Sign Out](#) of your bookstore account. To view your order progress, go to [www.npc.ecampus.com](http://www.npc.ecampus.com) 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

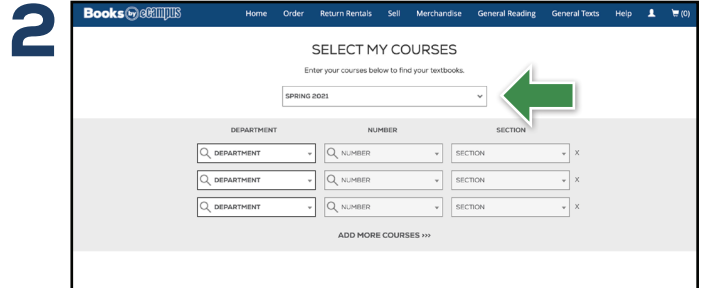
- Student needs to notify the NPC Bookstore to add the book charge to the student account **prior** to establishing a payment plan. Email [books@npc.edu](mailto:books@npc.edu) or call 800-266-7845 extension 7480. Student needs to provide their name, student ID, phone number, email address, and the exact 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**.

# ONLINE BOOKSTORE

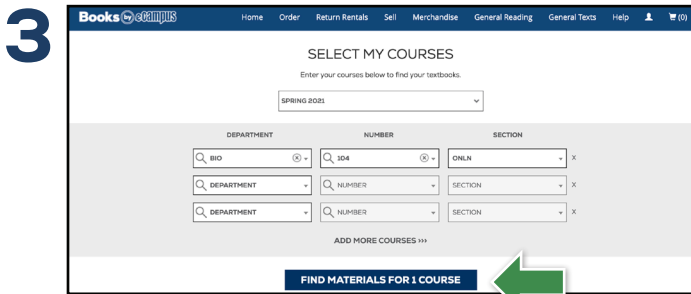
## How To Order Textbooks



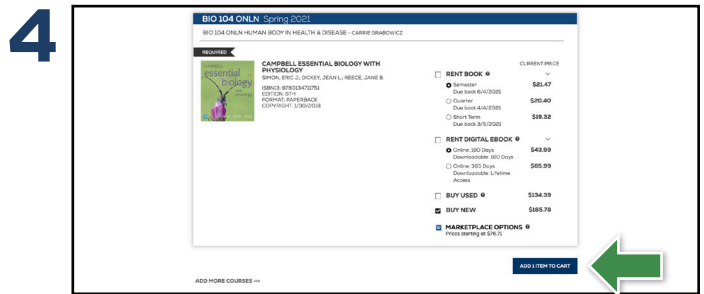
1 Visit your Online Bookstore and Select **"Order Textbooks."**



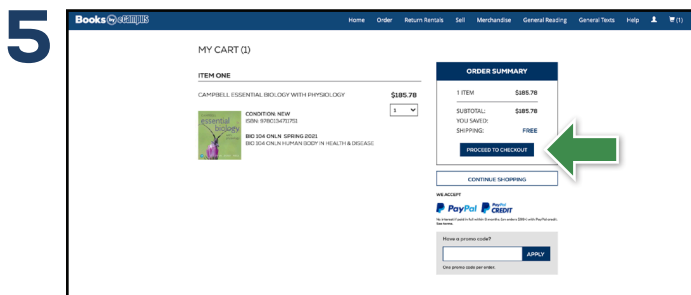
2 Select the **Semester.**



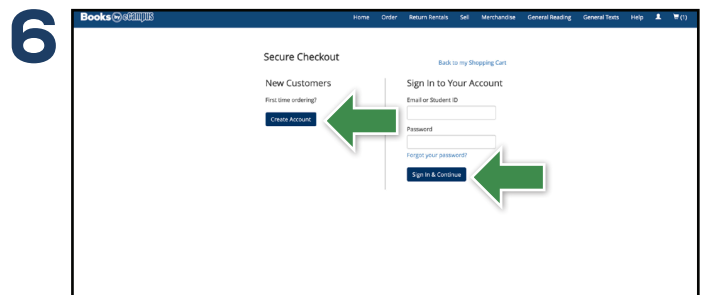
3 Select your Course(s) and select **"Find Materials for Course."**



4 Select the items to be purchased and select **"Add Item to Cart."**



5 Review your order and select **"Proceed to Checkout."**



6 **"Sign In"** to your account or **"Create Account."**