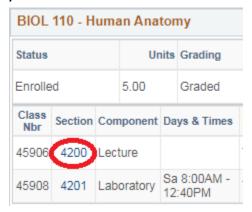


## How to order your textbooks online using the Shop by Courses feature:

- 1. Go to www.mcckcshop.com
- 2. Click "Enter Courses"



3. Select the campus of the course you are shopping for. To determine the host campus of your virtual courses, refer to the 4-digit section number on your student schedule:



2XXX = Longview

3XXX = Maple Woods

4XXX = Penn Valley

5XXX = B&T>Campus Classes

6XXX = Blue River

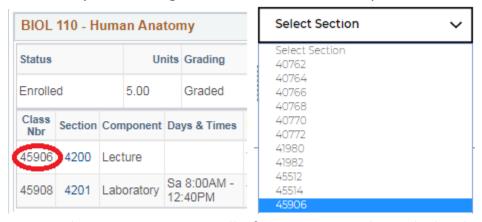
7XXX = B&T>MCC Online

For example, the materials for this course will be found under Penn Valley, because the 4-digit section number begins with a "4"

4. Select the Term, Department, and Course.



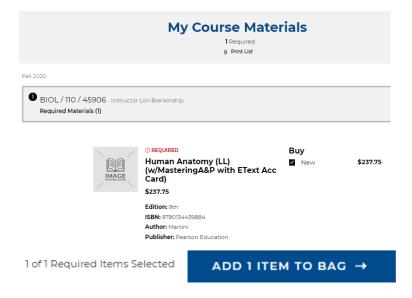
5. Then find your five-digit class number in the drop-down Section menu:



Repeat these steps to enter all of your courses through that host campus, then click "Find Materials"

## FIND MATERIALS FOR 1 COURSE(S) $\rightarrow$

7. The required course materials will be displayed. You may have a choice of format (New, Used, Digital, Rental, etc.) Check the box next to your selection(s) and click "Add to Bag"



- 8. Repeat steps 2 through 7 for each host campus until you have located the materials for all of your courses and added them to your shopping bag
- 9. Click "View Bag" to proceed to "Checkout". Create an account for easy access to digital materials, order history, and tracking numbers.

SIGN IN →	Create Account	Continue As Guest

10. Complete your order with your billing and shipping addresses and method of payment. If you are using Financial Aid to purchase your textbooks, enter your Student ID number (no "S") (\*during designated Financial Aid open dates)

✓	Financial Aid/Scholarship		
	Student ID Number (minus the leading "S")		
	FIND ACCOUNTS		

11. Your order will be shipped to your home.