Top 10 Things You Need to Know before Ordering Course Materials on The College Store Website

1. You must first be registered for a course before ordering, otherwise your order will be cancelled.
2. You must order course materials only for the course section for which you are registered.
3. You cannot order for a course in which you are waitlisted.
4. You must order using a @mymail.trcc.edu.
5. You must order using your 7-digit student ID number.
6. You must order using a street address. UPS does not deliver to a PO box number.
7. You must understand that most course materials are included in tuition and fees, with FREE shipping to your home.
8. You must return most course materials by the last day of finals of the semester it was first checked out.
9. You must have excess Pell or loans to order merchandise, Amazon, or a meal plan card, otherwise use a credit card.
10. You must bring with you your printed class schedule and ID to pick up course materials in-person.

Web: https://bookstore.trcc.edu/home
Email: bookstore@trcc.edu

1. Login Page

- Click on **My Account** in the upper right corner and it will take you to the **Login Page**.
  Returning Customer:
- **Email:** TRC student email address **ONLY**. trcname@mymail.trcc.edu Do not use Hotmail, Gmail, Yahoo, or other.
- **Password: Passwords are between seven and 20 characters, without spaces, are case sensitive and must contain at least one letter and one number.** If you checked out course materials before, and do know your password, click Forgot Password, and enter your email address to retrieve your lost password. A link containing instructions to reset your password will be sent to your email. If you receive a message ERROR: The login is not a registered user, click Create Profile for Browsing and Shopping. If your password does not work, reset your password does not work, then email The College Store to reset your password at: bookstore@trcc.edu
  Create Account:
- If you have never ordered on The College Store website before, you may have to **Create Profile for Browsing and Shopping**.
- After you log in it will take you to the **Welcome Page**.

2. Welcome Page

- Update Your Profile – If you need to Edit Your Profile.
- Maintain Shipping Address Book – If you need to update your shipping address.
- Track Orders – Will provide you your Order Number, Order Date, Order Status, and Payment Method.
- Campus Marketplace – We do not utilize Campus Marketplace, because all course materials are included in tuition and fees.
- Activate and Access eBooks – All eBooks are available through Blackboard, so Activate eBook is not something we offer.
- View My Buyback Alert List – We do not buy or sell books, so this is not something we offer.
- Log Out – To log out of The College Store website.
- From the Welcome Page you can click on the Home, Textbooks, Merchandise, Information, and Contact Us Pages.
- To order Textbooks, click on **Textbooks** in the navigation bar.

3. Textbook Page

- Click on **Shop Now** under **Order Online**.
- After you click on **Shop Now** it will take you to the **Select Term and Departments Page**.

4. **Select Term and Departments Page**

- Under Search by Course, select the semester in the pull-down menu you are ordering (Ex.: Spring 24 (Order Now).
- If a term is not open for ordering it will be open for viewing.
- Enter in the Department and Course/Section # for each course.
    - Examples: BIOL 101, ACAD 101, ENGL 111 (These **MUST** match classes your enrolled in **NOW**).
- ***NOTE – Be sure to select the correct section! Some courses differ in course materials for web and face-to-face sections (Look at your schedule to be sure).**
- Once all courses have been added, click on **View Your Materials** at the bottom right of your screen and it will take you to the **Course Materials Page**.

4. **Course Materials Page**

- Select each item needed and click **Add to Cart.** Likely it says Rental, Due Date, Price TBD Rental, which is place holder in most cases since most course materials are included in tuition and fees and are checked out to you to use for the semester.
- Once all items have been added to your cart, click on **Continue Checkout** and it will take you to **the Shopping Cart Page**.

5. **Shopping Cart Page**

- This page will list all the items you have in your shopping cart, and cart total dollar amount.
- **Click on Checkout**.
- Answer the following prompts on your screen:
- In the event the instructor changes the materials for your course, how would you like us to update your order?
    - This is a default system question, and it does not affect you order.
    - Most course materials are included in tuition and fees, except optional course materials that may have an optional rental that you can charge to your account.
    - MLT and OTA will be purchase books charged to your account.
    - New and Used, Rent and Purchase are not really options most of the time, since most course materials are included in tuition and fees, and are required to be returned at the end of the semester, so normally just choose Used and Rent (Used and Rent are simply system default name).
- Click on **Payment Options** and it will take you to the **Checkout Page**.

6. **Checkout Page**

- **Select Shipping Method**, so you will select **UPS**,
- **Click on Save & Continue.**
- Select and confirm that your **Shipping Address** is correct or add a new address.
- Check the **Rental Agreement**. This allows you in most cases to check out the material for the semester.
- **Promo Code**: If you are using a Promo Code on an order enter it and click **Apply**.
- **Choose you Payment Method**:
    - **Charge My Acct / Financial Aid**:
        - **I**f ordering only textbook, or within the financial aid charring period.
        - Enter your 7-digit TRC ID number.
        - Check the verification authorization box.
        - Add any other comments in the **Order Comments** box.
    - **Credit Card**:
        - If not a TRC student, or it is beyond the financial aid charring period.
        - Choose your card type, enter your card number, name on card, expiration, and card CVV.
        - The billing address must match the billing address on your card.
- **Click on Place Order.**