

## CCP Textbook Ordering Instructions

You will need information from your course schedule to order textbooks. Check course schedule on *my Tri-C* space on the Registration Dashboard.

## **Instructions for CCP students only:**

- 1. Go to cuyahoga.bncollege.com.
- 2. Choose the "Course Materials & Textbooks" tab, and select "Find Course Materials" from the drop-down menu.
- 3. Select your campus and then your courses.
  - Make sure you are choosing your specific CRNs.
- 4. Click "Retrieve Materials."
- 5. Choose a buying option. Do NOT select "Rental," unless that is the only option available.
- Click "Proceed to Cart" and then "Proceed to Checkout."
- 7. If you have not done so, log in or create your account.
  - NOTE: This bookstore account will not be the same as your my Tri-C space credentials.
- 8. Choose "Pickup" (make sure to indicate if someone other than the student is picking up the order) or "Shipping."
  - NOTE: If you want to have your order shipped, you must enter a credit card number. CCP does not cover shipping charges.
- 9. For payment method, choose "Financial Aid," click the "SFA Provider" box, enter your Tri-C S-Number and "Apply SFA Funds."
- 10. Click "Proceed to Checkout."
- 11. For store pickup, you do not need to enter a credit card. Simply click "Continue."
- 12. Review and place your order.
  - NOTE: Orders cannot be processed until your funds are available —
    no sooner than 10 calendar days before the beginning of the semester.

## **Questions?** Contact the Tri-C Bookstores.

Eastern Campus Bookstore: 216-987-2070 Metro Campus Bookstore: 216-987-3453

Western and Westshore

**Campus Bookstores:** 216-987-5550

