

# How To Purchase Textbooks Online

## Purchasing a Textbook:

1. Go to: [www.oregontech.bncollege.com](http://www.oregontech.bncollege.com) (it is recommended you use Chrome).
2. In the upper left-hand corner, select "Textbooks".
3. Under the Find Course Materials, select the current term, department, course, and section numbers into the fields.
4. Select the Find Materials for (#) Course(s) yellow box below the fields.
5. This will take you to the screen for your course.
  - a. If we **DO** have the textbook information for the course, the book information will be found here. On the right, it will have the price ranges for the textbook. Click on the dropbox below the price ranges and select if you would like to rent used, rent new, buy used, or buy new.
  - b. If we **DO NOT** have the textbook information for the course, it will give you the option to "Order in Advance" in the dropdown box on the right. Select if you would like to buy new books, buy used books, rent new books, or rent used books. This will let us know that you would like the book for this course when we do get the textbook information.
6. Select the "Add 1 Item(s) to Cart" yellow box.
7. Repeat for any additional textbooks.
8. Once you are finished, click on your cart at the top right of your screen. This will list all of the books you have added to your cart. Click on the yellow "Checkout" box on the right side of the screen. (You may need to scroll down)
9. An Information popup box will appear if you selected used to replace it with a used book if that is all that is available. Select "Continue to Check out".
10. If you qualify for the promotion, a popup box will appear informing you about Bartleby and asking if you would like your first month free. Select "Add to Cart" or "No Thanks, Check Out Now."
11. Create your account. If you are renting a textbook, your rental agreement will be on the first page. Once complete, select "Continue" at the bottom.
12. Select your shipping option. (At this time, we are offering FREE ground shipping as an option) Select "Continue" at the bottom.
13. Select your payment option. You can charge to your student account here. (When renting a textbook, keep in mind that your payment method may be charged if you fail to return your textbook.) Select "Continue" at the bottom.
14. Review Order and Submit it. We will ship it out as soon as possible.