Online Ordering Step-By-Step Guide

1. Go to the Allegany College of MD Bookstore Webpage at https://bookstore.allegany.edu/

2. Select **Textbook Lookup** from the left side menu

3. Under Textbook Lookup **Click to Select Each of the Following**:
   - **Academic Term** (Fall, Spring, or Summer)
   - **Department** (example: ART – Art (ART))
   - **Course** (example: 111-Design I)
   - **Section** (example: CF1-Stultz, Suzanne)
   - A list of **Materials** will be displayed

Questions? Call the Bookstore at 301-784-5348
• If you hold your mouse over the book title, a photo of the book, ISBN#, Author, Edition, and Publisher information will display.

4. Click on the Check Box next to the items you want to order and then select Add/Update Items in Cart.

5. Repeat Steps #1–#4 for each class.

6. Select View Cart located in the upper right corner of the screen.

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7. You can now **view and make changes to your cart**.
   - Adjust quantities or remove items.
   - Select Continue Shopping to find other books/merchandise to add to your cart.
   - Select Update Cart to update any changes made to your cart.
   - Select Checkout to begin the checkout process.

8. **Checkout**
   - A summary of your order and subtotal will display.
9. **Complete all the Customer Information and Billing Information**

**Customer Information**
- Enter a valid email address for this order or click here to login with an existing account and return to checkout.
- Email address: crice@allegany.edu

**Billing Information**
- Enter your billing address and information here.
- **First name:** Carla
- **Last name:** Rice
- **Company:**
- **Street address:** 12401 Willowbrook Road
- **City:** Cumberland
- **Country:** United States
- **State/Province:** Maryland
- **Postal code:** 21502
- **Phone number:** 301-784-5348

10. **Select your Delivery Preference**
    - In-Store Pickup Cumberland
    - In-store Pickup Bedford
    - Delivery (Ship directly to your home - subject to shipping charges). If you select Delivery, you will need to complete the name/address/phone you want your order shipped to.
11. **Shipping Costs**:
- Pick up at Cumberland or Bedford Campus locations (no additional cost).
- For delivery by UPS – you select the service/fee you prefer.

12. Select your **Payment Method**
- **Credit Card**: you will be prompted to fill out the credit card information
- **Student Account** – please note, your Financial Aid funds must be available in order to charge your books to your account. The Bookstore will email you if there are any problems/questions. If another agency is paying for your textbooks (WMHS, Emergency Book Fund, TAA etc.) you must select Student Account as your payment and then provide the information on who is paying for the order in the **Comments section** – Refer to Step #16.
13. Select your **Preference for Substitutions** to your Order

![Student Information]

14. Enter your **7-digit Student ID Number** including any zeros at the beginning of the number.

![Student Information]

15. You will see a **preview of your Order Total** including any shipping and taxes if applicable.

![Order total preview]

16. **Order Comments**: Add any special notes here. For example, if another agency is paying for your books or you have an Emergency Book Scholarship, enter that information here.

![Order comments]
17. Select **Review Order** and make sure all information about your order is correct.

18. **Your order is not complete until you Select Submit Order**

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19. A confirmation message will appear on the screen with your order number. You will also receive an email confirming your order submission.

**Order complete**

Your order is complete! Your order number is 886.

Thank you for shopping at Allegany College of Maryland Campus Bookstore. Your current order has been attached to the account we found matching your e-mail address.

Login to view your current order status and order history. Remember to login when you make your next purchase for a faster checkout experience!

Return to the front page.

20. **IMPORTANT!** *Check your email frequently.* The Bookstore will contact you by email if there are any questions/problems with your order. You will receive an email notice when your order is complete.

ORDER PROCESSING TIME

- Please allow 24 hours for your order to be processed.
- Orders placed on weekends and holidays will require additional time.

BEDFORD CAMPUS ORDERS

- We offer a free delivery service to the Bedford Campus for online orders.
- *At Check Out - select "In-Store Pickup - Bedford" under Delivery Preference.*
- *Once you receive the email that your order is complete it will be sent to the Bedford Campus with the next courier.*
- *Bedford Campus orders are delivered by courier on Monday, Wednesday, and Fridays and available for pick-up after 11:30am.*

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