

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:**

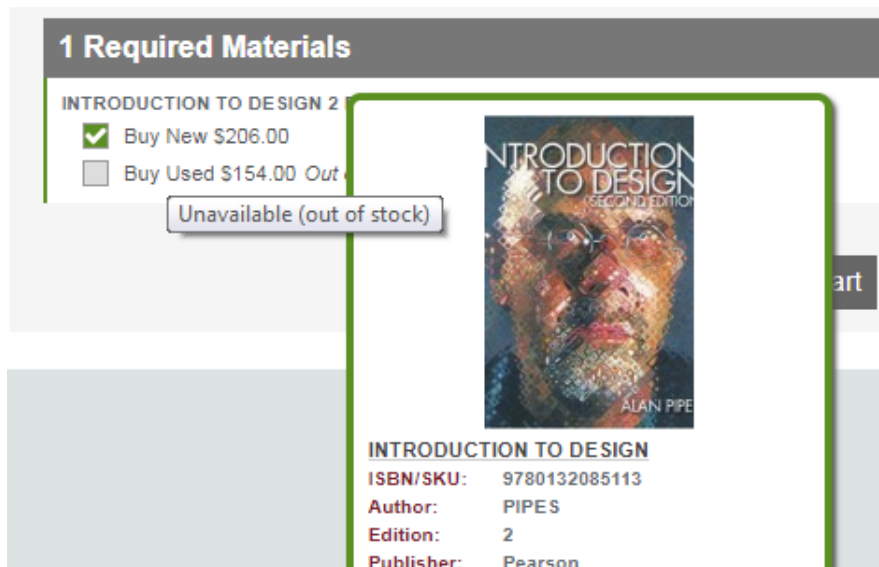
- **Academic Term** (Fall, Spring, or Summer)
- **Department** (example: ART – Art (ART))
- **Course** (example: 111-Design I)
- **Section** (example: CF1-Stultz, Suzanne)
- A list of **Materials** will be displayed

Textbook Lookup

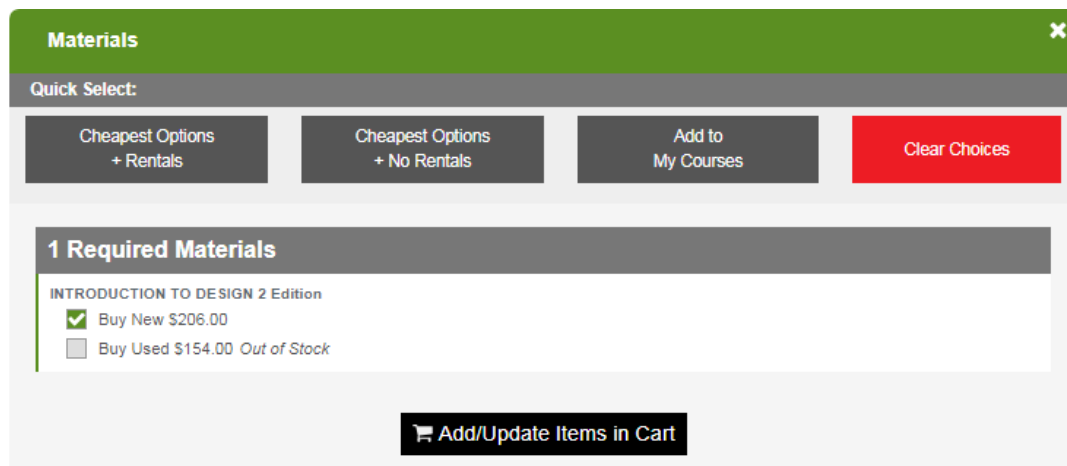
Academic Term	FALL 2018
Department	ART - Art (ART)
Course	111 - Design I
Section	CF1 - Stultz, Suzanne
Materials	<p>Quick Select:</p> <p> <input type="checkbox"/> Cheapest Options + Rentals <input type="checkbox"/> Cheapest Options + No Rentals <input type="button" value="Add to My Courses"/> <input type="button" value="Clear Choices"/> </p> <p>1 Required Materials</p> <p>INTRODUCTION TO DESIGN 2 Edition</p> <p> <input checked="" type="checkbox"/> Buy New \$208.00 <input type="checkbox"/> Buy Used \$154.00 Out of Stock </p> <p><input type="button" value="Add/Update Items in Cart"/></p>

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.

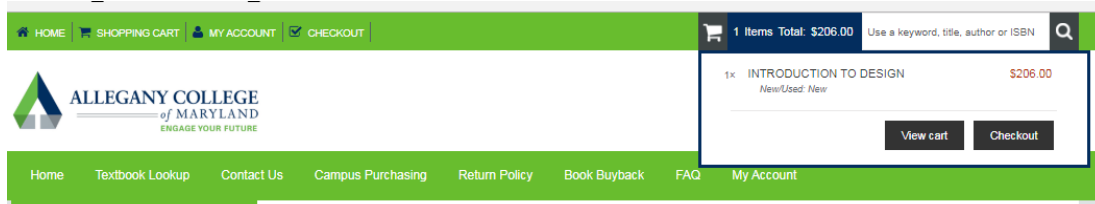


4. Click on the **Check Box** next to the items you want to order and then **select Add/Update Items in Cart**



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.**

The screenshot shows the Allegany College of Maryland bookstore website. At the top, there is a navigation bar with links for HOME, SHOPPING CART, MY ACCOUNT, and CHECKOUT. A shopping cart icon indicates 1 item for a total of \$206.00. A search bar is also present. Below the navigation bar is the college's logo and social media icons. A secondary navigation bar includes links for Home, Textbook Lookup, Contact Us, Campus Purchasing, Return Policy, Book Buyback, FAQ, and My Account. The main content area is divided into two columns. The left column contains a 'Categories' menu with options like Textbook Lookup, Barcharts, Bookbag, Computers, Datebooks, Clothing, Electronics, Gift Cards, Gifts, Program Items, Stationary & Supplies, Overstock Ink, and Textbooks. The right column features a 'My Courses' section for 'FALL 2018 Art (ART) Design I 111 CF1'. A welcome message and a 'SAVE TIME-ORDER ONLINE!' banner are displayed. The 'Shopping cart' section shows one item: 'Course: FALL 2018 ART 111 CF1 INTRODUCTION TO DESIGN' with a quantity of 1 and a price of \$206.00. A 'Remove' button is next to the item. The subtotal is \$206.00. At the bottom right, there are three buttons: 'Continue shopping', 'Update cart', and 'Checkout'.

8. **Checkout**

- A summary of your order and subtotal will display.

Checkout

The screenshot shows the checkout page. At the top, there is a dark blue header with the text 'Cart contents'. Below this, the cart items are listed. The first item is '1x Course: FALL 2018 ART 111 CF1 INTRODUCTION TO DESIGN' with a price of \$206.00. The item is marked as 'New/Used: New'. At the bottom right, the subtotal is \$206.00.

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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.

E-mail 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.

Delivery Preference

Please choose a delivery preference: *

- In-Store Pickup -- Cumberland
- In-Store Pickup -- Bedford
- Delivery

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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.

Calculate shipping cost

Shipping quotes are generated automatically when you enter your address and may be updated manually with the button below.

[Click to calculate shipping](#)

- In-Store Pickup -- Cumberland: \$0.00
- In-Store Pickup -- Bedford: \$0.00
-  UPS Ground Rate (1 package): \$14.82
-  UPS 3 Day Select Rate (1 package): \$18.66
-  UPS Next Day Air Saver Rate (1 package): \$29.64





12. Select your **Payment Method**

- **Credit Card** - you will be prompted to fill out the credit card information

Payment method

Select a payment method from the following options.

Payment method: *

- Credit card:    
- Pay with Student Account

Your billing information must match the billing address for the credit card entered below or we will be unable to process your payment.

Card Type:

Card Owner:

Card Number:

Expiration Date:





CVV: [What's the CVV?](#)

- **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.**

Payment method

Select a payment method from the following options.

Payment method: *

- Credit card:    
- Pay with Student Account

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13. Select your **Preference for Substitutions** to your Order

▼ **Student Information**

Substitutions Preference:

Please Select an Option ▼

Please Select an Option

Please replace my selection with a new/used version if it is not in stock. This may affect my order total.
Please remove any unavailable items from my order.

This field is mandatory if you intend to pay with your student account.

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

▼ **Student Information**

Substitutions Preference:

Please replace my selection with a new/used version if it is not in stock. This may a ▼

Student ID Number:

1111111|

This field is mandatory if you intend to pay with your student account.

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

▼ **Order total preview**

Subtotal:	\$206.00
In-Store Pickup -- Cumberland:	\$0.00
Subtotal excluding taxes:	\$206.00
Taxes:	\$12.36
Order total:	\$218.36

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**

Use this area for special instructions or questions regarding your order.

Order comments:

[Cancel](#) [Review order](#)

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

Review order



Your order is almost complete. Please review the details below and click 'Submit order' if all the information is correct. You may use the 'Back' button to make changes to your order if necessary.

Cart contents

1*	Course: FALL 2018 ART 111 CF1 INTRODUCTION TO DESIGN • New/Used: New	\$206.00
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Customer information

E-mail: crice@allegany.edu

Billing information

Address: CARLA RICE
12401 WILLOWBROOK ROAD
CUMBERLAND, MD 21502

Phone: 301-784-5348

Delivery Preference

Delivery information

Address: CARLA RICE
12401 WILLOWBROOK RD
CUMBERLAND
MD, MD 21502

Phone: 301-784-5348

Calculate shipping cost

In-Store Pickup -- \$0.00
Cumberland:

Payment method

Paying by: Student Account

Student Information

Substitutions Preference: Please replace my selection with a new/used version if it is not in stock. This may affect my order total.

Student ID Number: 1111111

Order total

Subtotal: \$206.00

In-Store Pickup -- \$0.00
Cumberland:

Subtotal excluding taxes: \$206.00

Taxes: \$12.36

Total: \$218.36

Back

Submit order

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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