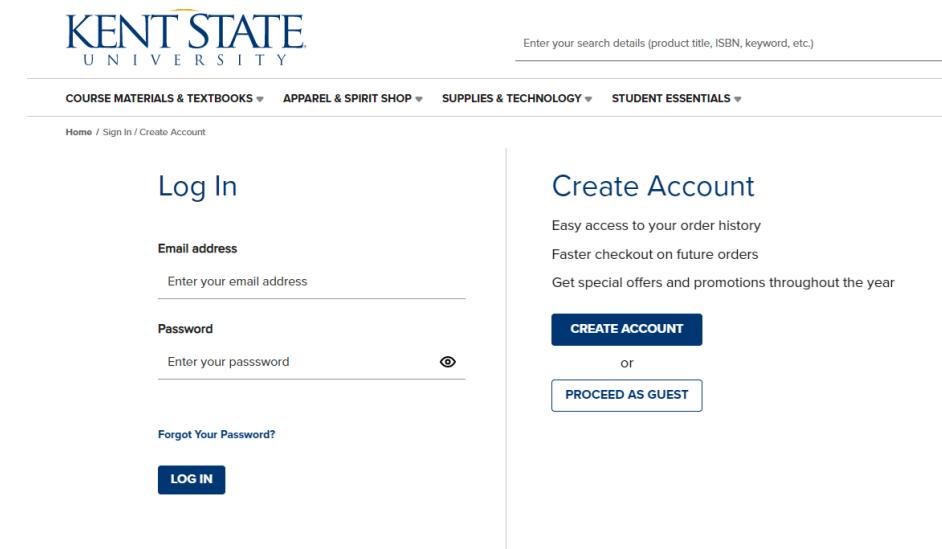


CCP KSU Bookstore Ordering Cheat Sheet

1. Schedule a time via email with Ms. Wojtecki for her to sign the Textbook Purchasing Form in the IMC. *Do not email the form or textbooks you need.* The form must be filled out by the CCP student, and signed by Ms. Wojtecki before any textbooks can be ordered.
2. Add the books you need to purchase by clicking on the “purchase books from the bookstore” option within your schedule. Make sure you create an account for the Bookstore if you have not already, and sign in when prompted with that account (see screenshot below).



The screenshot shows the Kent State University Bookstore website. At the top, there is a search bar with the placeholder "Enter your search details (product title, ISBN, keyword, etc.)". Below the search bar, there are navigation links: COURSE MATERIALS & TEXTBOOKS, APPAREL & SPIRIT SHOP, SUPPLIES & TECHNOLOGY, and STUDENT ESSENTIALS. The main content area is split into two sections: "Log In" on the left and "Create Account" on the right. The "Log In" section contains fields for "Email address" and "Password", and a "LOG IN" button. The "Create Account" section contains text about benefits like easy access to order history and faster checkout, and buttons for "CREATE ACCOUNT" and "PROCEED AS GUEST".

3. Click “Proceed to checkout” once you have all your books in your cart. *Used is preferred, and only required are permitted to be ordered.*



The screenshot shows the Kent State University Bookstore website with the "Your Shopping Cart" page. The cart contains one item: "Foul Lady Fortune" by Chloe Gong, with a price of \$21.99. The "Order Summary" table shows Subtotal (\$21.99), Taxes (TBD), and Estimated Total (\$21.99). There is a "PROCEED TO CHECKOUT" button. On the right, there is a "ENTER PROMO CODE" field and an "ADD" button. At the bottom, there is a note about customer service and a note about shipping and payment methods.

| Order Summary | |
|-----------------|---------|
| Subtotal | \$21.99 |
| Taxes | TBD |
| Estimated Total | \$21.99 |

4. Click on the CCP and Book Scholarships heading on the left hand side of the payment information (see arrow below). Then, you will be asked to enter your KSU Student ID number. Click “apply scholarship funds.” Never use a personal debit/credit card or PAYPAL account to pay for Nordonia CCP books.

KENT STATE UNIVERSITY

Secure checkout

BACK TO CART

1. Shipping & Pick Up **2. Payment** **3. Order Review**

Payment Information

Select a payment method

CREDIT / DEBIT CARD *You have chosen to apply a Credit Card to this order.*

CCP AND BOOK SCHOLARSHIPS *✓*

PayPal

GIFT CARD

Name on Card (Required)

Card Number

Card Expiration Date

01 / 2023

Security Code

Order Summary

| | |
|----------------|----------------|
| Order Subtotal | \$21.99 |
| Tax | \$1.54 |
| TOTAL | \$23.53 |

PICKUP
Kent (Site for Geauga, Twinsburg, & Podiatric)

| | | |
|--|-------------------|---------|
| | Foul Lady Fortune | \$21.99 |
| | Qty: 1 | |

5. Complete your transaction and once you receive an emailed receipt confirmation in your Kent email account, forward that email to Tina.Murton@nordoniaschools.org so she can pay for the books.

*If you encounter any issues shipping to your address or other CCP payment issues, please contact the bookstore directly during normal business hours.

KSU Campus Bookstore: Phone (330) 672-2762