

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 is the Kent State University logo and a search bar. Below the logo are navigation links: COURSE MATERIALS & TEXTBOOKS, APPAREL & SPIRIT SHOP, SUPPLIES & TECHNOLOGY, and STUDENT ESSENTIALS. The main content area is split into two columns. The left column is titled 'Log In' and contains fields for 'Email address' and 'Password', a 'Forgot Your Password?' link, and a 'LOG IN' button. The right column is titled 'Create Account' and lists benefits: 'Easy access to your order history', 'Faster checkout on future orders', and 'Get special offers and promotions throughout the year'. It includes a 'CREATE ACCOUNT' button, an 'or' separator, and a 'PROCEED AS GUEST' button.

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 a shopping cart. The top navigation bar is the same as the previous screenshot. The main heading is 'Your Shopping Cart (1 Item)' with a cart ID of 1070893512. The cart contains one item: 'Foul Lady Fortune' by Chloe Gong, priced at \$21.99. The item is shown with its cover image. To the right of the item is a quantity selector (1) and a 'FREE & FAST In-Store Pickup' option, which is selected. Below this, it says 'Ready to pickup Wed, May 03' and 'Ship To Address'. To the right of the cart is an 'Order Summary' box. It shows a subtotal of \$21.99, taxes as TBD, and an estimated total of \$21.99. There is a 'PROCEED TO CHECKOUT' button. Below the button is a 'ENTER PROMO CODE' field with an 'ADD' button. At the bottom of the order summary, there is a note: 'If you have questions or need help please call our customer service experts at 877-420-1734. Please note: Final shipping fees and tax will be calculated at checkout. You may receive your order in multiple shipments from different locations. We accept credit / debit cards and PayPal.'

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