

Textbook Ordering Instructions

Follow these easy steps to purchase your textbooks:

GO TO: <http://bookstore.hccfl.edu>

STEP ONE: Create a User Account

1. On the menu to the left click: **Dale Mabry Campus**
2. **CLICK:** Log In on the left hand side of the page (last option on bottom)
3. **SELECT:** Register Here
4. **SELECT:** Create a Profile for Browsing and Shopping
5. **FILL OUT:** Customer Registration Information
(NOTE: It is strongly recommended that you use your Hawkmail Email Address as this is your official email address for communication from HCC)
6. **CLICK:** Register (you will now be logged into the system)

****ATTENTION: Please review the policies regarding Refunds, Buyback, and Services. It is the student's responsibility to be aware of these policies.***

STEP ONE: Place your order

1. On the menu to the left click: **Dale Mabry Campus**
2. On the menu to the left: **Textbooks**
3. Read the Agreement page carefully, if you accept the terms, click Agree.
 - If you do not accept the terms of the agreement, please visit our campus bookstore to purchase your textbooks.
4. Select the Term (Ex. Summer) from the "Terms Open For Order" area
5. Select academic Department (Ex. OPT).
4. Select your Course. (Make sure the Section Number and Instructor name match your registered course.)
 - See Textbook and Course Pack List by Course Number (PDF)
6. Select the condition you prefer and click Add to Cart. (Repeat this step for each textbook you wish to order.)
 - NOTE: OPT Texts and Course Packs are only available as "NEW"
7. Once you finish selecting your textbooks click: **Shopping Cart**
8. Double check that all textbooks that you wish to purchase are listed on this page, if so, click: **Continue Checkout.**
9. Select the Order Update Action (Add All Materials) and condition Preference from their respective drop down menus
10. Read and accept the agreement (If you do not accept the terms of the agreement, please visit the campus bookstore.),
11. Click: **Continue Checkout**
12. Login, or create a profile if not already completed.
13. Once you login or create a profile, just follow the remaining steps to verify your billing and shipping address, as well as your Order Summary.

****IMPORTANT: If you do not receive an order confirmation number, your order is not complete. Please follow all steps until you receive an order confirmation number.***