

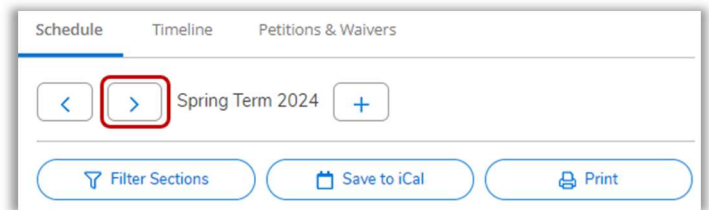
How to Locate and Purchase Textbooks

This guide will cover the steps for locating and purchasing textbooks through the CCC Bookstore.

Locating and Purchasing Textbooks

1. Log into my.clackamas.edu with your CCC username and password
2. From the **Classes** menu, select **My Class Schedule**

It will automatically default to the current term. You may need to click the right arrow to view the appropriate term.




3. Click on the course and review the **Section Details**
4. Click the **Bookstore Information** link at the bottom of the Section Details window.

This will launch the CCC Bookstore website and display the course materials for this course.

Note: Not all courses have required materials or a physical textbook. Some course materials are offered online while others may have digital materials that are emailed to you.

5. Review the course materials that are required or recommended and click the **Shop Now** button.
6. Choose the format and condition (Rent or Buy, New/Used/Digital) and click the **ADD ITEM(S) TO BAG** button.

Note: If you have questions about the required or recommended course materials, please email the instructor at the address listed in the **Section Details** of your course.

 If a used book is not available, it will be substituted for a new book and your final total will be higher than the estimated total shown on the Order Summary screen at the end of this process.

Return to the **Plan & Schedule** tab and repeat this process for any additional courses before proceeding to checkout.

7. Click the **VIEW BAG & CHECKOUT** button.
8. Verify your order summary and click the **CHECKOUT** button.
9. Log into your existing account or create an account to complete the purchase process.

Note: For book rentals, a card will be required to secure the book, even if you are using funds from your financial aid account. If you have Financial Aid money after tuition and fees, you can charge textbooks and supplies to your student account. You can charge one week before the start of the term through the last business day of the second week of term. Learn more about charging books to your student account on the Financial Aid and scholarships page of the CCC website or contact Financial Aid at 503-594-6082.

Purchase instructions vary based on selections. If you have any questions, please contact the CCC bookstore at 503-594-6500 or clackamas@bkstr.com