

TEXTBOOK ORDERING GUIDE



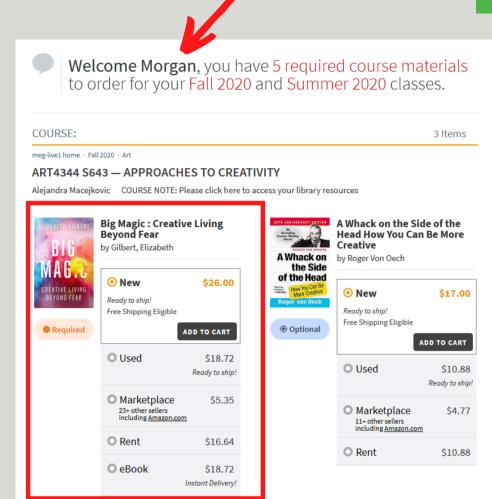
Visit the website at **Northshorcollege.TextbookX.com** and log in with your LoLA account to view your personalized page.

| ▲ FACULTY SELL RETURNS TRACK HELP | Log in 🕥 🕅 🗸 |
|---|---|
| NORTHSHORE TECHNICAL COMMUNITY COLLEGE | Enter a course name or code, e.g. Accounting 101 |
| Find Your Course Log In View your courses | |
| View Your Course Items Log in with your school account to view a personalized page of your courses and corresponding course materials, or use the 'Find Your Course' drop-down menu to search by course. | Log in with your Northshore Technical Community College Account: Log In 🕥 |
| Welcome to LoLA | |
| Login | |
| Username | |
| Password | |
| Sign In | |

Tip: Bookmark the website and check it every term to see which textbooks and course materials were assigned to your classes.

REVIEW YOUR COURSES

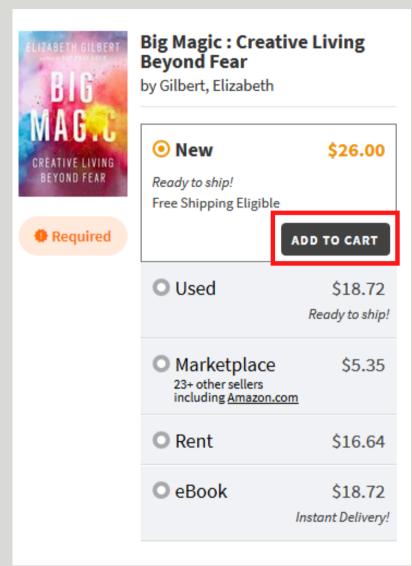
Once logged in, you'll see your personalized "My Courses" page, which lists all of your registered courses for the upcoming term along with all of the textbooks your professors assigned.



Tip: You can also use the "Find Your Course" drop-down menu to locate a course, but logging in is the quickest way.

SELECT YOUR COURSE MATERIALS

Choose from the new, used, eBook, rental, and Marketplace options available.



- New and used textbooks qualify for free economy shipping when the order is over \$49.
- There are no shipping charges for eBooks, which have a variety of terms, from 30 days to lifetime license. All terms that are available will display (i.e., not all eBooks offer lifetime licenses).
- Rental shipping charges will be calculated during checkout. Rentals have set return dates which will be posted as you check out. Due date reminders will be emailed to you.
- The Marketplace is where students and others buy and sell books from each other at discounted prices. Students can save an average of 60% off on Marketplace items. Books ship directly from the seller. *Note, Marketplace books have different return policies and do not qualify for free shipping.

Add all of the items you want to order by clicking "Add to Cart."

Tip: You can post and sell your old textbooks on the Marketplace!



3

INCLUSIVE ACCESS COURSES

Some courses are part of an Inclusive Access program where students enrolled in the course will be given access to discounted digital course materials on the first day of class. The materials are charged to the student's account or included in the fees for class tuition, depending on the school.

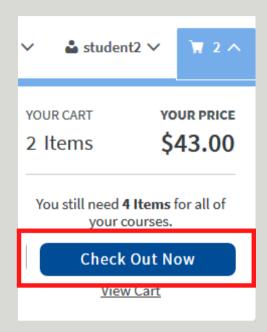
| COURSE | | | | | | | |
|---|--|--|--|--|--|--|--|
| Northshore Technical Community College home > Spring 2020 > Lacombe Campus > Criminal Justice | | | | | | | |
| CRMJ 1220 F01 — POLICE SYSTEMS AND PRACTICES | | | | | | | |
| Jennifer Dannels | nifer Dannels COURSE NOTE: | | | | | | |
| The required text for this class is part of an Inclusive Access program, which means that students automatically gain access to materials by the start of class, and the price is built into tuition or course-enrollment fees. No additional materials will need to be purchased for this class. | | | | | | | |
| Thank you, | | | | | | | |
| The NTCC Online Bookstore | | | | | | | |
| | | | | | | | |
| Policing Revel A | Inclusive Access Price \$65.00 Available for access now! If you are enrolled in this course you already have access to this item. View your eLibrary for access information. View your eLibrary for access | | | | | | |

Students do not have to make a separate textbook purchase for IA materials unless they wish to buy an optional loose leaf print version to use along with the digital access that is included.

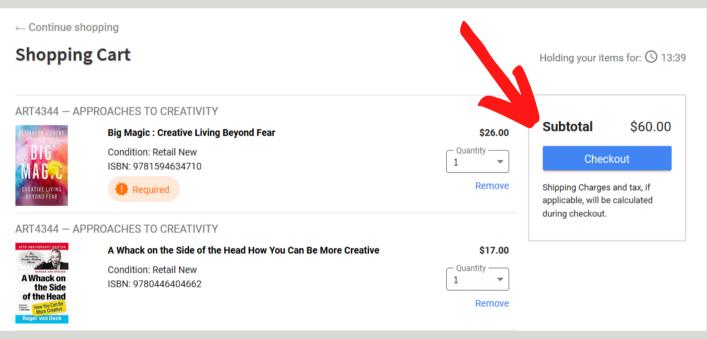
IA courses will be listed on a student's course page along with messaging on when materials will be available. Visit the eLibrary in your Bookstore account for instructions on how to access IA materials.

lf you want to opt out of receiving the materials, do so via the eLibrary.

REVIEW YOUR ORDER



After selecting all of the course materials you want to order, click the cart icon on the top right of the screen and then click "Check Out Now." Review your order.



Tip: Ordering early gives you the best chance of finding the most affordable options.

SELECT SHIPPING DETAILS

The home address that your school has on file will autopopulate. You can also choose add a new address if you would like to deliver to another location. Please do not ship your order to campus.

Choose the shipping method for each of your textbooks. Please note, Marketplace items do not qualify for free shipping. Click "Continue."

| RT4344 – APPROACHES TO CREATIVITY A Whack on the Side of the Head How You Can Be More Creative \$17.00 Qty: 1, Condition: Retail New | Fear \$26.00 Qty: 1, Condition: Retail New ISBN: 9781594634710 Ready to ship! RT4344 - APPROACHES TO CREATIVITY A Whack on the Side of the Head How You Can Be More Creative |
|--|---|
| Qty: 1, Condition: Retail New ISBN: 9781594634710 Ready to ship! Estimated delivery Ready to ship! Earliest Lates RT4344 - APPROACHES TO CREATIVITY Jul 16 Jul 22 A Whack on the Side of the Head How You Can Be More Creative \$17.00 Qty: 1, Condition: Retail New Strate of the Head How You Can Be More Creative | Qty: 1, Condition: Retail New ISBN: 9781594634710 Ready to ship! Estimated delivery Earliest Latest Jul 16 Jul 22 |
| RT4344 – APPROACHES TO CREATIVITY A Whack on the Side of the Head How You Can Be More Creative \$17.00 Qty: 1, Condition: Retail New | RT4344 – APPROACHES TO CREATIVITY A Whack on the Side of the Head How You Can Be More Creative |
| A Whack on the Side of the Head How You Can Be More Creative \$17.00 Qty: 1, Condition: Retail New | A Whack on the Side of the Head How You Can Be More Creative |
| the Side Qty: 1, Condition: Retail New | A Million alsonia S17.00 |
| How You Can Be More Creative Roger von Oech | A what was a straight of the state of the straight of the strai |

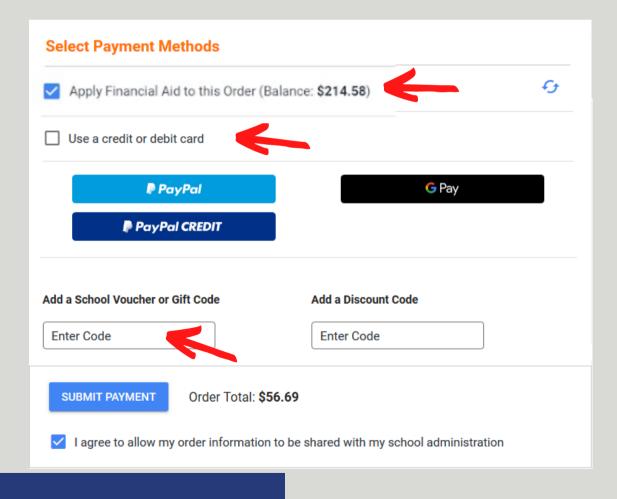
order is over \$49.

ENTER PAYMENT AND CHECK OUT

The Online Bookstore accepts debit, credit, and prepaid cards as well as PayPal, Google Pay, and Apple Pay.

If you are using approved financial aid fund your balance will automatically be visible on the website's header when you are logged in. When checking out, select the check box next to "Apply Financial Aid to this order." If you use a gift certificate (NorthshoreCollege.TextbookX.com/giftcards) add it to the "Add a School Voucher or Gift Code" box. If there is a remaining balance after applying these funds, enter another form of payment.

After completing the billing information, click "Submit Order" and an order confirmation email will be sent to your school email account.



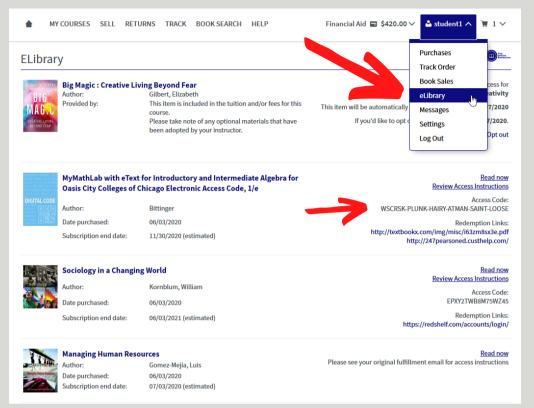
Tip: If you rent a textbook, you will need to enter a credit card number to ensure its return.

LOCATE DIGITAL MATERIALS

If you order a digital product (access code or eBook) you will receive an email within a few hours of your order with access instructions.

The access information will also be located in your bookstore account under **eLibrary**.

*While most digital courseware access is emailed, depending on the publisher, some are physically mailed. Check your confirmation email for details, or log into your bookstore account and review your "Purchases" page for access codes or tracking details.





Tip: Check your elibrary for digital access information – especially if you don't check your email that often!

CUSTOMER EXPERIENCE

| TRACK | BOOK SEARCH | HELP | Log in 🕥 | • | |
|---|------------------|------|---|---|--|
| | | | Enter a course name or code, e.g. Accounting 101 Search by instructor | Q | |
| Need I | Help? | | | | |
| Search | for your questio | n | | | |
| I need help with my order | | | | | |
| I need help placing a new order / General Questions | | | | | |
| I sold a book | | | | | |
| I want to sell a book | | | | | |
| Buyback Questions | | | | | |
| | | | | | |

If you need assistance with an order, click "Help" to use the dynamic feature to find an answer to your question.

You can also send an email or call the Customer Experience team.

Tip: Our customer experience team works year-round with 24/7 phone support at the start of every major term.

NorthshoreCollege.TextbookX.com/Help or call 1-855-591-1080.