

Textbook Order Instructions

- STEP 1** Go directly to *npc.ecampus.com*. Or, navigate the NPC website at *npc.edu*, click the top right menu button (three horizontal lines), and click **Textbooks/Bookstore** under Current Students. Then click **NPC Online Bookstore** button.
- STEP 2** Now on the eCampus website, select **Order** from the Textbooks drop down menu. Select the correct semester. Select courses and click **Find Materials for Course**.
- STEP 3** Select the items to be purchased and click **Add Item to Cart**.
Review message and select **Go to Cart**.
Review your order and select **Proceed to Checkout**.
- STEP 4** If you're a current customer, **sign in & continue**.
If this is your first time ordering through NPC Online Bookstore, select **Create Account**.
NOTE: NPC provides all students with an NPC email address which can be used to create a bookstore account. Make note of your username (email) and password. You will need it for future purchases, track your book orders, return rentals, or sell your textbooks.
- STEP 5** If you selected eTextbooks, review the Delivery Date and update accordingly [keep in mind of course start & end dates].
Enter your shipping address and phone number, then click **Continue**.
- STEP 6** Choose a shipping method if applicable.
NOTE: Free **USPS** shipping on orders over \$35 but excludes Marketplace purchases. Standard shipping will show as the only method for PO Box addresses. More shipping options including expedited shipping will display for physical addresses.
- Digital materials such as eTextbooks and access codes are not always shipped in the mail. You'll receive a separate email when digital purchases are added to the Digital Bookshelf in your bookstore account.
- STEP 7** On the payment method screen, enter your credit/debit card information or select PayPal.
- If you need to purchase textbooks with a payment plan/NPC scholarship/Pell Grant/Third Party Authorization, make note of the cart amount that includes sales tax and any shipping fees.
 - a) Email *StudentBilling@npc.edu* with the following: student name, NPC ID, phone number, email address used in step 4, and amount displayed in step 7. This is required for NPC to add the bookstore charge to the student account.
 - b) NPC Online Bookstore will email student when bookstore voucher is available on the payment method screen as **e-Cashier Account**. NOTE: If a rental is selected, a credit/debit card is required at checkout for collateral. The card will not be charged unless the book is returned damaged or not returned.
 - c) Student will need to return to bookstore account to finalize bookstore order by proceeding to Step 8.
- STEP 8** After entering payment method, click **Continue**.
Review your order information again, then click **Place Order**.
An order confirmation will be provided to you by email.
Sign Out of your bookstore account.

To view your order progress, go to *npc.ecampus.com* and sign in to your account.

For further assistance:

- Call NPC Online Bookstore at 928-524-7480 for help with book voucher request.
- Call eCampus Customer Service at 859-209-6958 for help with changing email login to bookstore account.