

## Using a Credit or Debit Card:

<https://secure.iowacentral.edu/bookstore/default.asp>

- Using the quick search bar in the upper right hand corner, enter your course IDs (one by one) from your schedule:
  - **For example: ENG-105**
  - Each course ID **MUST** contain the dash (-) between the letters and the numbers. **DO NOT** include the section numbers.
- If nothing populates after the search, there is nothing to purchase for that class.
- If more than one item populates, make sure to read carefully in the description of each item and select on the ones that are required for you. Some classes use different materials depending on how the course is taken.
  - (OL- online, VN- virtual network or hybrid, FD- face to face, etc)
- Click on the picture of the item you need and on the next screen make your selection from the drop down menu and add it to your cart.
- If you need a device, type “device” in the quick search bar and add it to your cart.
- Once you have gone through all the course numbers on your schedule, click “Go to Checkout” in the upper right hand corner.
- IF YOU HAVE PREVIOUSLY ORDERED FROM THE BOOKSTORE WEBSITE, enter the username and password you created when you ordered for the first time.
- IF YOU HAVE NEVER ORDERED FROM THE BOOKSTORE WEBSITE, skip the username and password, and complete the new customer information.
- **The next page allows you to review your cart and select from the drop down menu either UPS Ground, to ship the order to your home, or local pick up, to hold the order at the store on the Fort Dodge campus.**
- Put in your credit or debit card info.
  - The address associated with the card **MUST BE** the address used for the billing info.
- You will receive a confirmation email and your order will begin processing as long as all materials ordered are in stock.
- You will receive an email when your order has shipped OR is ready to be picked up with all pick up instructions included.
- All local pick up orders will be held at the store for a minimum of 30 days.