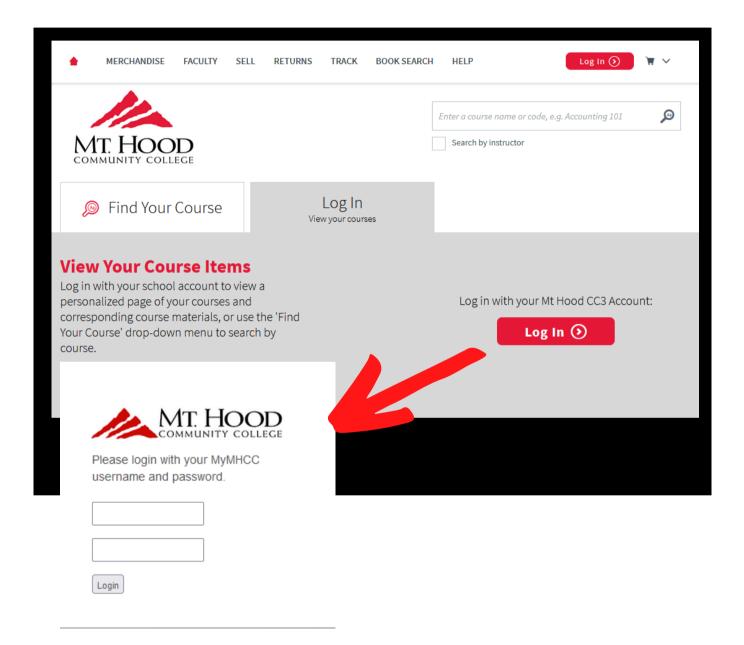


THE MHCC ONLINE BOOKSTORE TEXTBOOK ORDER GUIDE



Visit the website at mhcc.textbookx.com and log in with your MyMHCC username and password to view your personalized page.



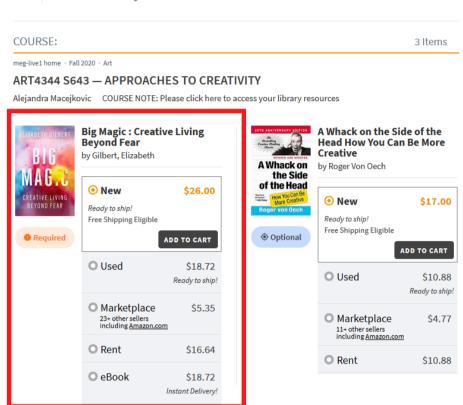
Tip: Bookmark the website and check it every term to see which textbooks and course materials were assigned to your classes.

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.



Welcome Morgan, you have 5 required course materials to order for your Fall 2020 and Summer 2020 classes.





SELECT YOUR COURSE MATERIALS

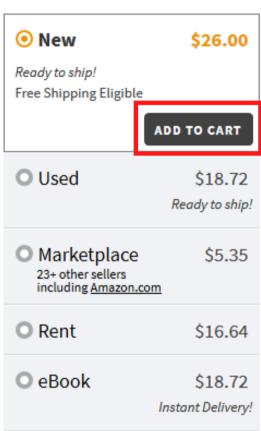
Choose from the new, used, eBook, rental and Marketplace options available.





Big Magic : Creative Living Beyond Fear

by Gilbert, Elizabeth



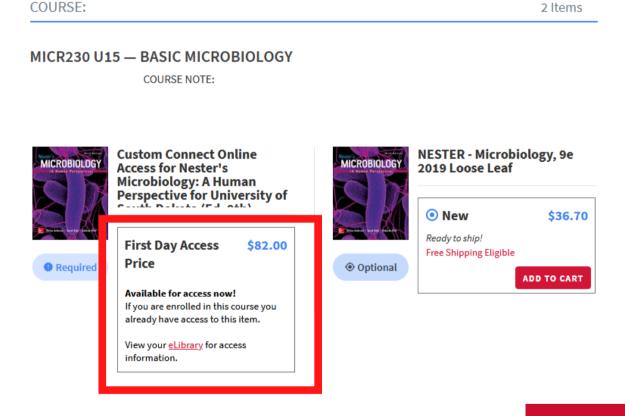
- New and used textbooks qualify for free economy shipping when the order is over \$49.
- There are no shipping charges for eBooks, which have a variety of terms, from 30 days to lifetime license. All available terms will display (i.e., not all eBooks offer lifetime licenses).
- Rental shipping charges 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!



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.

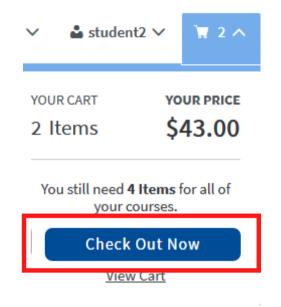


Students do not have to make a separate textbook purchase for IA materials unless they wish to buy an optional loose leaf print version to use along with the digital access that is included.

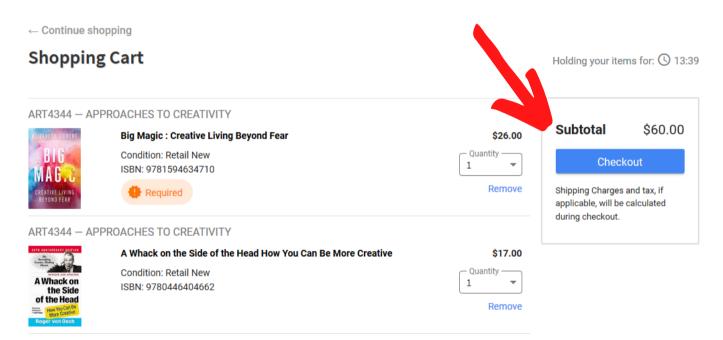
IA courses will be listed on a student's course page along with messaging on when materials will be available.

Visit the
eLibrary in your
Bookstore
account for
instructions on
how to access IA
materials.

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



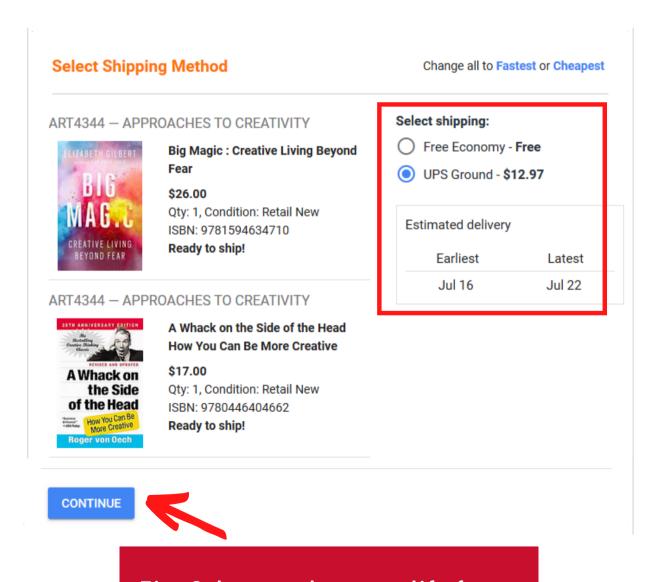
After selecting all of the course materials you want to order, click the cart icon on the top right of the screen and then click "Check Out Now." Review your order.



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

The home address that your school has on file will auto-populate. You can also add a new address if you would like to deliver to another location.

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



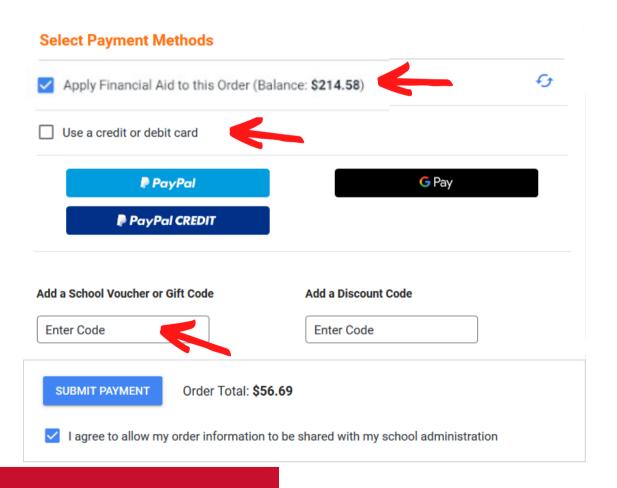
Tip: Select products qualify for free shipping offers when your order is over \$49.

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 funds, 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/voucher to this order." If you use a gift certificate (mhcc.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.



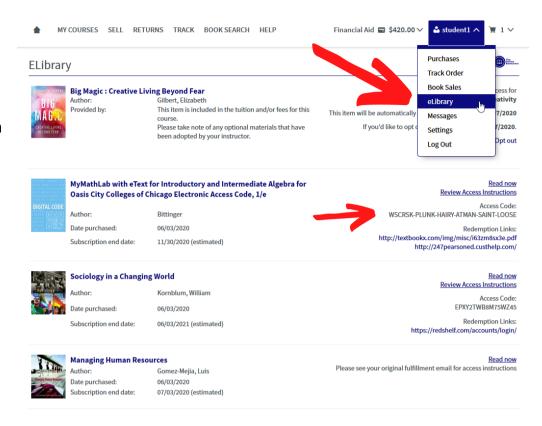
Tip: If you rent a textbook, you will need to enter a credit card number to ensure its return.

LOCATE DIGITAL MATERIALS

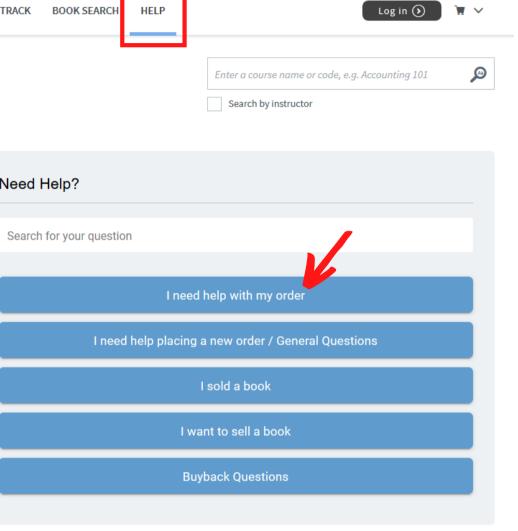
If you order a digital product (access code or eBook) you will receive an email within a few hours of your order with access instructions.

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!



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.

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