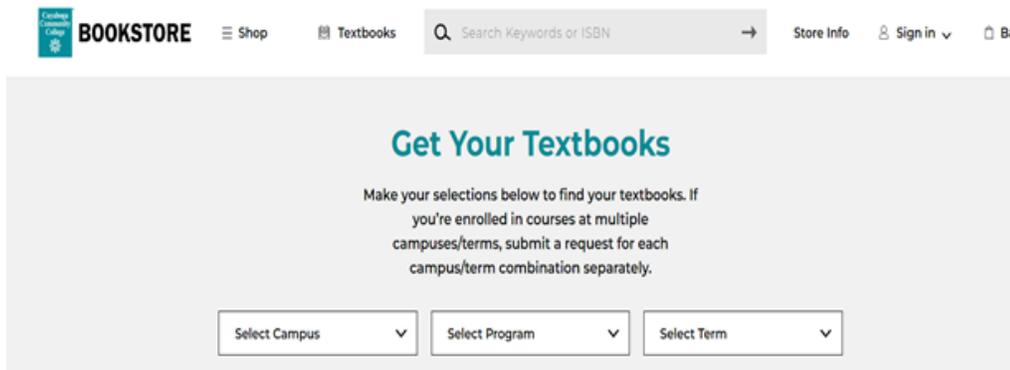


CCP Book Ordering Instructions

Order your books here.

Toward the top of the page, click on  icon to navigate to the page below.



Click on the “Select Campus” drop-down menu and choose the campus your class is being taught at. To find this information, log in to *my Tri-C space* and search for the “View Schedule” card.

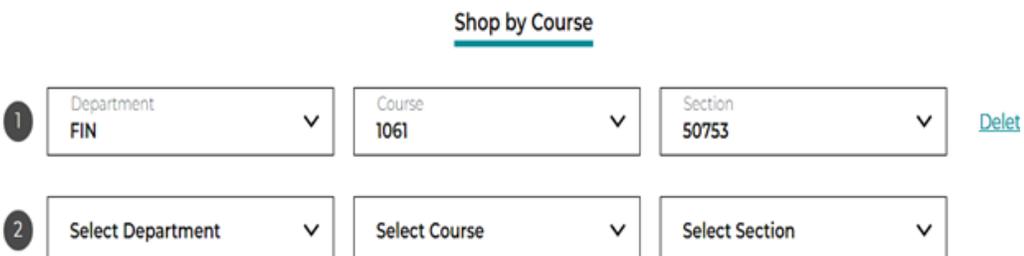
“Select Program” will automatically populate after you select your campus. Then, click “Select Term” and choose the semester for the class (i.e., Fall, Spring or Summer).

Click “Find Courses” to shop by course, as seen in the image below.



Use the drop-down menu for “Select Department” to choose the course subject. Under the “Select Course” drop-down menu, choose the course number. Then, choose the five-digit CRN number under “Select Section.”

Example: Personal Finance = FIN-1061 CRN 50753



Click on “Find Materials for Course.” It should then show you the materials you need to buy.

Western Campus / Summer 2024

FIN / 1061 / 50753 Instructor Marguerite Nagy
Required Materials (1) [Hide Course](#)

 **Required**
**Personal Finance Inclusive
Access LL Print Upgrade**
by Kapoor
\$43.75

Edition: 14th
ISBN: 9781265630881
Author: Kapoor
Publisher: McGraw-Hill

Buy
 New **\$43.75**



Click on the box under the word “**Buy.**” (Do not select “Rental” unless that is the only option available.)

If you do not need to purchase anything else, click “Add Item to Bag.” Then, click “View Bag & Checkout.” Click on the “Checkout” button, read the “Note from Your Campus Store Team,” and click on “Proceed to Checkout.”

If you have not done so, log in or create your account. ***NOTE: This bookstore account will not be the same as your my Tri-C space credentials.**

Select “Pickup (FREE)” and then choose the campus location of the pickup. If you choose “Ship to an Address,” you must enter a credit card number since **CCP does not cover shipping charges.**

Click on “Proceed to Payment Method.” Then, click on the box next to “Tri-C CCP/VA/Third Party.” A box will appear asking you to put in your Student ID number, also known as your S-Number. Click on “Find Accounts.” You should see your high school information and available credit for your book voucher.

Tri-C CCP

Account	Available Credit [?]	Online End Date [?]
Padua Franciscan HS Textbooks	\$350.00	8/3/24

I agree to [Terms & Conditions](#) for this account

CONFIRM

If you agree to the “Terms & Conditions,” click on “Confirm.” It will show the funds have been applied, and you will then click on “Place Order.”