

**Web Order Instructions for Summer Internship Program (SIP) students only:**

1. Go to <https://www.bkstr.com/tri-cstore/home>
2. Choose the "course materials & textbooks" tab; select "find course materials"
3. Select your campus, then your courses: **Make sure you are choosing your specific CRNs.**
4. Click "retrieve materials"
5. Select format. (Note that if you choose a rental print option, you will need to provide a credit card to secure the return of the rental.)
6. Proceed to cart, then proceed to checkout
7. If you have not yet done so, login or create your account. **Please note that this Bookstore account will not be the same as your My Tri-C Space credentials.**
8. Choose pick up (make sure to indicate if someone other than the student will be picking up the order), or shipping (SIP does NOT cover shipping charges).
9. For payment method: choose "Financial Aid", click SFA Provider box, enter Tri-C Student number, "apply student funds". Please note that if the total of your order is over \$125, you will need to provide a credit card number as well, in order to pay the balance.
10. Proceed to checkout.
11. **Please note that if the total of your order is over \$125, you will need to enter a credit card number in addition to your Financial Aid information. The balance not covered by SIP will be charged to this card.**
12. **// you want to have your order shipped, you must enter a credit card number. SIP does not cover shipping charges.**
13. For store pick up, you do not need to enter a credit card, simply "continue".
14. Review & place your order. PLEASE NOTE: **Orders cannot be processed until your funds are available-no** sooner than 10 calendar days before the beginning of the semester.

If you have any questions, please contact the Tri-C Bookstores:

Eastern Campus Bookstore 216-987-2070

Metro Campus Bookstore 216-987-3453

Western Campus Bookstore & Westshore Campus Bookstore 216-987-5550

Or via email at [cuyahogacc@bkstr.com](mailto:cuyahogacc@bkstr.com)