

### Textbook purchase instructions for CCP students only:

1. Go to the [bookstore website](#).
2. Go to the “textbooks” tab at the top left hand corner and choose “find textbooks.”
3. Select the following from the drop down boxes, as applies to your course information:
  - a. Campus
  - b. Term
  - c. Department
  - d. Course number
4. Add more courses as needed.
5. Click the “Find Materials” button on the bottom of the screen.
6. Select format: choose the “buy used” or “buy new” option. Do NOT select a rental option, unless that is the **only** option available for your title.
7. Add the item(s) to your cart.
8. Continue to checkout. You can create an account or check out as a guest.
9. Select “how you would like to receive your order:”
  - a. PREFERRED – Select “ship to my address.” Ground shipping is free for orders over \$49. For orders under \$49, you will need to provide a credit card to cover shipping costs.  
  
--OR--
  - b. Select “in store pick up.” Please note that bookstore hours are extremely limited this fall semester due to COVID protocols.
10. For payment method, choose “Financial Aid.”
11. Under the CCP option, enter your name and student ID number (S-number).
12. Review your order and then select “Place Order.”
13. You will receive two emails.
  - a. The first will be a confirmation that you have placed your order.
  - b. The second will be a confirmation that the order has been fulfilled and is being shipped to you. 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 a Tri-C bookstore:

Eastern Campus 216-987-2070

Metropolitan Campus 216-987-3453

Western Campus & Westshore Campus 216-987-5550