

Step 1
Select "My Account" and log in. If you don't have a bookstore account, please click "Register Here" and follow the instructions

The screenshot shows the top navigation bar with 'Delta College / My Account / [Shopping Cart Icon]' and a search bar. Below is a black navigation menu with categories: TEXTBOOKS, APPAREL, MERCHANDISE, STORE INFORMATION, FACULTY, and GRADUATION. The main heading is 'Log In'. The login form includes fields for 'Email Address: *' and 'Password', with links for 'Forgot Your Password?' and 'Register Here', and a 'Login' button. A note at the bottom states: 'Please enter your login information. If you have never ordered from Delta Bookstore before, you will need to register as a new user by clicking on Register Here.'

Step 2
Select "TEXTBOOKS" then "Order Books"

The screenshot shows the same navigation bar as in Step 1. The 'TEXTBOOKS' menu item is highlighted in gold. Below the navigation bar, the 'Order Books' link is also highlighted in gold.

Step 3
Choose your classes from the drop down menu, then click "View Your Materials"

The page is titled 'Select Term and Departments'. It features a 'Search for Book' section with a search input field and a magnifying glass icon. Below is a 'Search by Course' section with a dropdown menu set to 'SUMMER 20 (Order Now)', a 'Department' search field, and a 'Course-Section-Instructor' search field. There is an 'Add Another Course' button and a 'View Your Materials' button with a right-pointing arrow icon.

Step 4
Choose your books and "Add to Cart"
After selecting your books select "Continue Checkout"

The page is titled 'Course Materials'. It includes a 'Substitution Policy' notice. Below are buttons for 'Print Book List' and 'Continue Checkout'. The main content area shows course details: 'Term: SUMMER 20 | Name: A J 21 | Section: 50054 | Instructor: HISLOP 6/22-7/31 | Course ID: 50054 | Location: NET'. A book cover for 'CRIMINAL JUSTICE IN ACTION: CORE' is shown. The book is marked as 'REQUIRED'. Details include Author: GAINES, Edition: 9TH 10, ISBN: 9781337092142, and Book Notes: Summary, Digital Return Policy. Pricing options are listed: Print (\$131.25 New, \$98.45 Used) and Digital (\$28.40 RedShelf 120 Days Digital Rights). There is a 'View Compare prices...' link and an 'Add to Cart' button. A 'Continue Checkout' button is at the bottom right.

Step 5
Click on "Payment Options"

The page is titled 'Shopping Cart'. It has a 'Return to Previous Page' link and buttons for 'Continue Shopping' and 'Payment Options' (circled in red). The cart summary shows 'Item Count: 1' and 'Cart Total: \$98.45'. Below is a 'Courses' section with a table:

	SUMMER 20 A J 21 SECTION 50054 INSTRUCTOR HISLOP 6/22-7/31	QTY	Price
	CRIMINAL JUSTICE IN ACTION: CORE AUTHOR: GAINES ISBN: 9781337092142	1	\$98.45 USED

Step 6

Choose between "Pickup order" or "Ship Order"

For "Ship Order"

Choose Shipping Method on the drop down menu and select "Continue"

Step 7

Enter Payment Information

Please make sure to read and check the Substitution Policy.

Then "Submit Payment"

Voucher Option

Choose "Book Voucher" on the drop down menu under "Choose Payment Option"

Enter your Student ID # on the "Account Number" field

Enter what type of Program is issuing your voucher under the "Order Comments" box.

(i.e. EOPS, CalWorks, Financial Aid Book Advance Program, Foster Youth, FREE Textbooks)

Please make sure to check the verification box and verify the dollar amount to not exceed your voucher

Then "Submit Payment"