

# Textbook Ordering

## First you'll need your semester schedule

1. Go to [www.bridgevalley.edu](http://www.bridgevalley.edu).
2. Find the MyBridge link and click on it.
3. Log into your MyBridge account.
4. Click on "Student Information."
5. Click on Registration."
6. Click on "Semester Schedule."
7. Select the term from the drop down box and click the Submit button.
8. Your semester schedule should be displayed. You can either print it out or leave the internet window open.

## You will need your Voucher ID number if you have been awarded and are using Financial Aid funds.

1. Log into your student email account.
2. When available you will receive an email from the bookstore MBS Direct indicating your funds are available.
3. Open the email from the bookstore and locate your Voucher ID number. Either write it down or leave the internet window open.

## Now you will go to the bookstore.

1. Go to [www.bridgevalley.edu/campus-life](http://www.bridgevalley.edu/campus-life).
2. Find the Bookstore link and click it.
3. Click the "Let's Get Started" button.
4. In the "Your Course ID" box type in your 1<sup>st</sup> course's information. You can use the box below the field to find your exact class. Once you select your class another line will show for you to select your next course using the "Your Course ID" box.
5. Once all of your classes are listed click the "View Your Materials" button at the bottom.
6. For each Required textbook choose the purchase option (new, used, rental) you would like to purchase and click the green "Add Selected to Cart" button. Choose a purchase option for each required textbook and be sure you add them to your cart.
7. Once all textbooks you are purchasing has been added to your cart select the "Proceed to Checkout" link at the bottom.
8. Review cart and if correct select the "Check out now" button.
9. You may be given the option to purchase optional/recommended items. These are not required but are recommendations based on your classes. If you would like to purchase one add it to cart, otherwise selection the "No Thanks, Continue to Check Out" button.
10. Either log into your account if you already have one or create an account.
11. Enter your information or review any information already available and then click the "Choose Your Shipping Method" button at the bottom.
12. Select your preferred shipping method and click the "Select Payment Option" button
13. If paying using financial aid funds select the Voucher option towards the top and enter your Student ID and Voucher ID. Then click the "Access Your Funds" button.
14. Once payment method is completed you will continue on to Submit Your Order.