

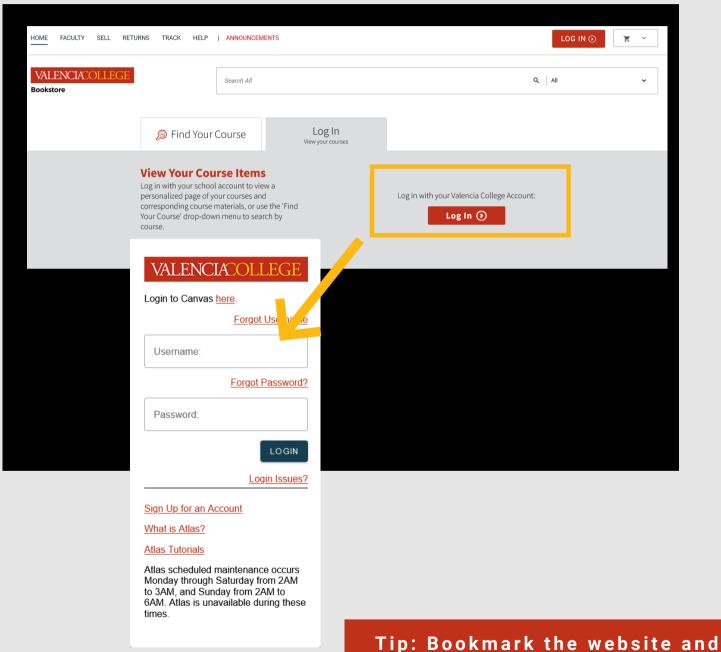
THE VALENCIA COLLEGE ONLINE BOOKSTORE TEXTBOOK ORDERING

**DUAL ENROLLMENT STUDENTS** 

# VALENCIACOLLEGE

**Bookstore** 

Visit the website at valenciacollege.edu/onlinebookstore (redirects to valenciacollege.textbookx.com) and log in with your Valencia College credentials to view your personalized page.

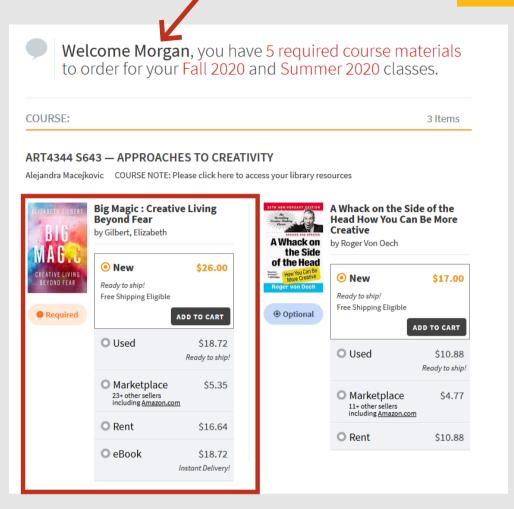


check it every term to see which textbooks and course materials were assigned to your classes.

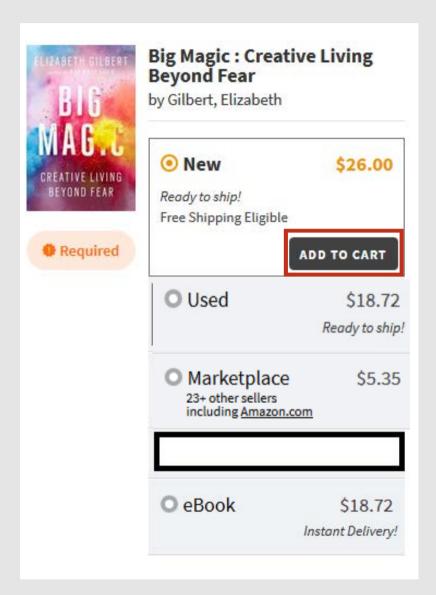
## **REVIEW YOUR COURSES**

Once logged in, you will see a personalized "My Courses" page, which lists all of your registered courses for the upcoming term along with all of the course materials that your professors assigned to them.

Scroll down to review your entire course list or to view other recent terms.







Dual Enrollment Students must always select the New Book Option, Used Book Option, Marketplace Option, and/or eBook Option.

Do not use the Rent Option for any of your materials.

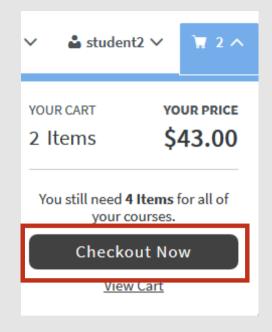
New & used textbooks qualify for free economy shipping when the order is over \$49.

There are no shipping charges for eBooks, which have a variety of terms from 30 days to lifetime license. All available options will display (i.e., not eBooks offer lifetime licenses).

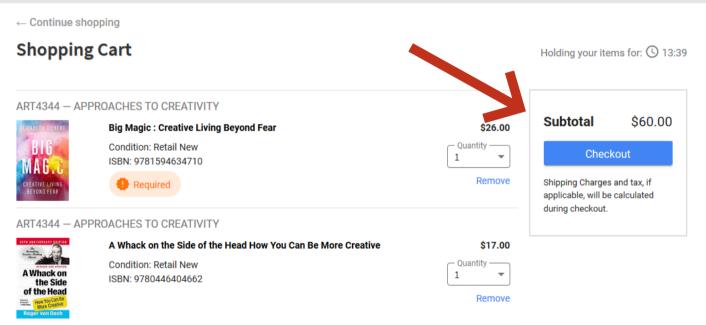
Add all of the items you want to order by clicking "Add to Cart."

Tip: All eBook materials will be available on the same day.





After selecting all of the required course materials you want to order, click the cart icon on the top right of the screen and then click "Check Out Now." Review your order.



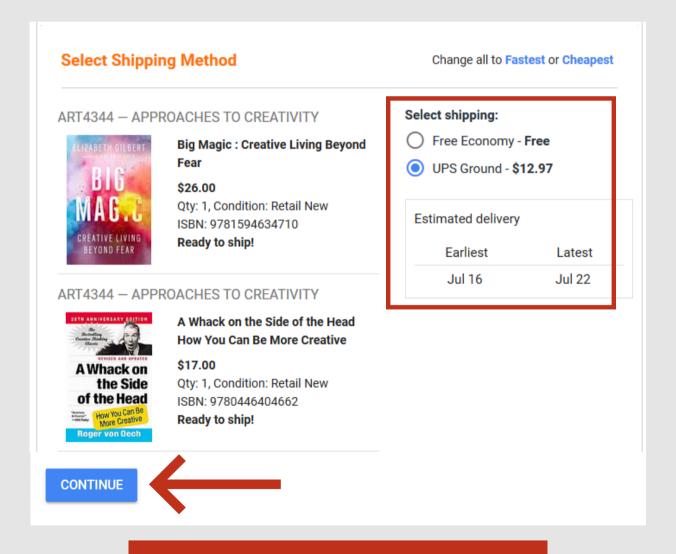
Tip: Ordering early gives you the best chance of finding the most affordable options.

#### SELECT SHIPPING DETAILS

The home address that your school has on file will autopopulate. You can also choose to deliver your order to campus or add a new address if you would like to deliver to another location.

Choose the shipping method for each of your textbooks.

Click "Continue."



Tip: Select products qualify for free shipping offers when your order is over \$49.

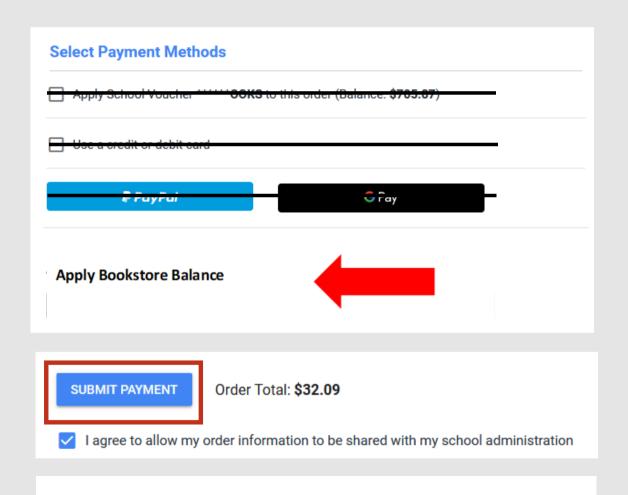
#### ENTER PAYMENT AND CHECK OUT

#### Dual Enrollment Students will use the Bookstore Balance Option to pay for their materials.

\*\*Do not choose other options\*\*

Your account should have pre-approved bookstore funds and will be visible on the website's header when you are logged in. When checking out, select the check box next to the listed balance to apply it to your order (see image below).

After completing the billing information, click "Submit Payment" and an order confirmation email will be sent to your school email account.



#### GETTING YOUR BOOKS – 2 Options:

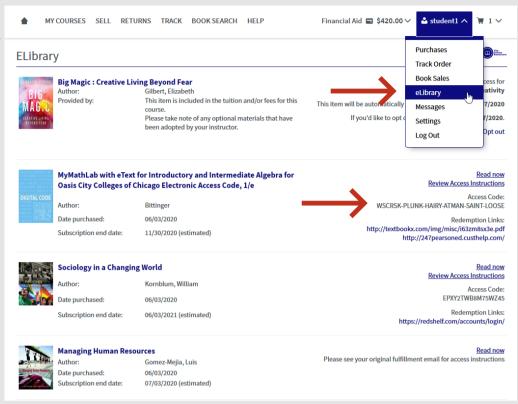
- Have them shipped to your home.
- Pick up books at Valencia Vault (available on every Valencia campus). You will have 3 days to pick up your books from the Vault.

## LOCATE DIGITAL MATERIALS

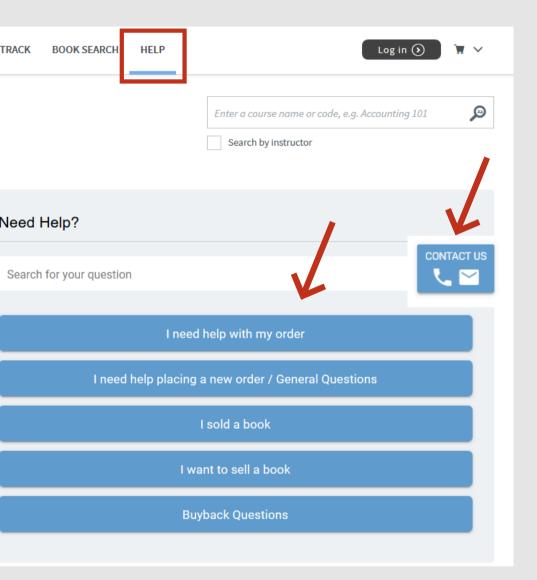
If you order a digital product (access code or eBook) you will receive an email within a few hours of your order with access instructions.

The access information will also be located in your Bookstore account under **eLibrary**.

\*While most digital courseware access is emailed, depending on the publisher, some are physically mailed. Check the confirmation email for details, or log into your Bookstore account and review your Purchases page for access codes or tracking details.







If you need assistance with an order, click "Help" to use the dynamic help tool to find a specific answer to your question.

You can also send an email or call the Customer Experience team by clicking on the phone and email icon on the right side of the website.

Tip: Our Customer Experience team works year-round with 24/7 phone support at the start of every major term.

valenciacollege.textbookx.com/help 1-407-582-5310