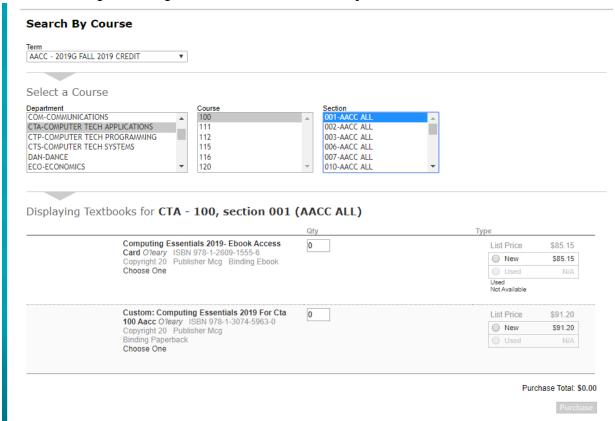
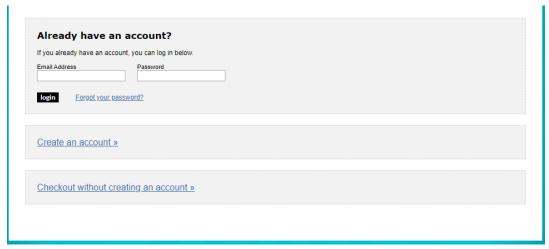
# How do I purchase online using my Book Advance?

- 1. Head to www.aaccbooks.com
- 2. Click Buy Textbooks under the Textbooks heading
- 3. Use the helpful dropdown boxes to select your term and courses

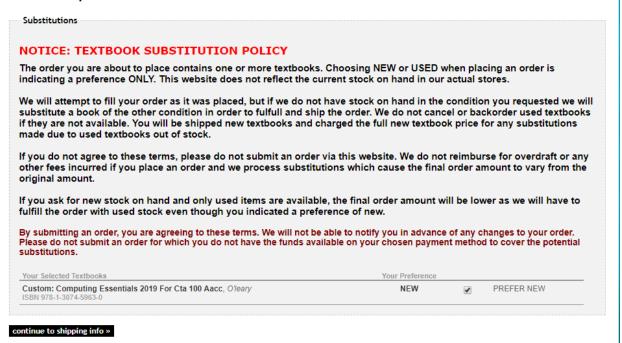


- 4. Add items to your cart and then click my cart (in the upper right) or the Continue to Checkout button next to where you selected the term.
- 5. Login or continue as a guest



6. Carefully read the Textbook Substitution Policy as this concerns possible adjustments to your order

#### **Textbook Options**



- 7. Enter your shipping info and proceed to the payment info area
- 8. On the payment info screen, select BOOK ADVANCE under payment method. Be sure to enter your AACC ID number with any leading zeros. This should be exactly seven (7) digits.

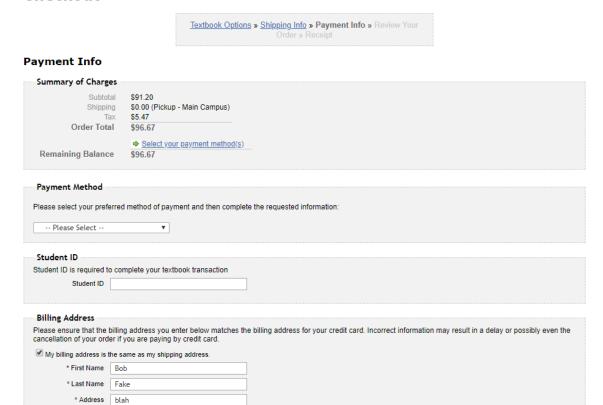
### Checkout

Address 2

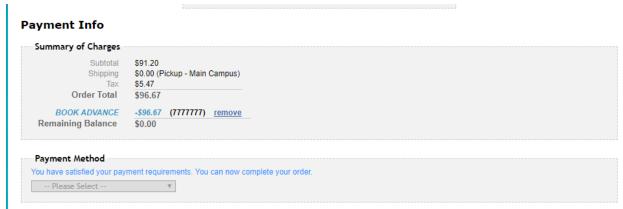
\* ZIP/Postal Code 55555

\* Country UNITED STATES

\* State/Province - Please make a selection -



9. After applying the advance to your order you should see "You have satisfied your payment requirements. You can now complete your order."



10. Click the option below to review your order and then finally click "place my order"

	<u>Textbook Options</u> » <u>Shipping Info</u> » <u>Payment Info</u> » Review Your Order » Receipt				
Review Your Order					
lease review the information below to ensure	it is correct.				
Create Account					
I would like to create an account using the	information I have provided				
Password					
Confirm Password					
hipping Info					
Shipping Method: (Pickup - Main Campus)					
Ship To:					
Bob Fake blah					
Annapolis, MA 55555					
US change					
Special Instructions: Do Not Process					
ayment Info					
BOOK ADVANCE:		Billing Address:			
7777777 change		Bob Fake blah			
crunge		Annapolis, MA 55555 US change			
		Constitution of the second of	Price	Qty	Total Price
Custom: Computing Essentials 2019 For C NEW, 2019G FALL 2019 CREDIT, COMPUTER SKU: 10833216 ISBN: 9781307459630 Author(s): O'leary	Cta 100 Aacc TECH APPLICATIONS, 100, 001		\$91.20	1	\$91.20
Copyright 20			Purch	nase Subtotal	\$91.20
You will be charged:			Tax Purchase Total		\$5.47 \$96.67
\$96.67 by AACC Bookstore			i dionase iotal		<b>400.0</b> 7
					place my order »

All orders need a valid student ID. Particularly in the case of orders submitted with financial aid, they **cannot** be charged correctly without the id number being valid.

## Useful Tips:

If you are not certain you have a book advance on file, contact Financial Aid (410-777-2203) before ordering to avoid delays. It is possible to have financial aid and not actually have a book advance available to be charged.

Your Student ID is listed on many forms you would receive including your statement/schedule and in the portal online.

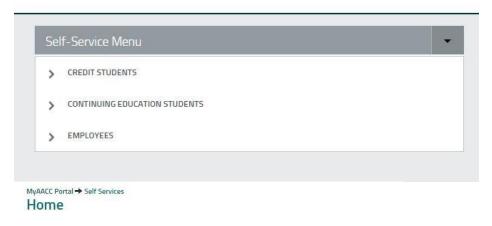
## How to find your Student ID online:

- 1. Head to portal.aacc.edu and sign in.
- 2. Click the menu button near the top left (The icon has three horizontal lines)



3. Click Self Services, Credit students, My Profile, then New! User Profile







4. The About You section of the page should show your student id listed as Colleague ID.



Notice of Nondiscrimination: AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days' notice. For information on AACC's compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, complianceofficer@aacc.edu or Maryland Relay 711.