Foothill College Campus Bookstore Textbook Order Steps for EOPS Students

1. Create a Personal Account
   
   a. Go to [http://books.foothill.edu/home](http://books.foothill.edu/home)
   
   b. Create an account by clicking “My Account”

   c. Register a new account

   d. Select “Create profile for Browsing and Shopping”

   e. Complete the “Customer Registration” form. **Be sure to enter your student ID number**
2. Ordering Textbooks

a. Select “Student” Tab and then select “Search by class/book”
b. Select “Spring 20” and enter Course CRN(s), then select “View Your Materials”

c. Select “Add to Cart” for all the REQUIRED textbooks/materials, then click “Continue Checkout”
d. The website will prompt a few questions, answer them according to your needs, then select “Payment Options”

![Shopping Cart](image)

![Courses](image)

![Checkout](image)

![Choose Shipping Method](image)

e. Select “Continue to Checkout”

f. After verifying shipping and billing address, select “UPS Ground est. $0.00”. EOPS will NOT pay for additional shipping fees
g. Under “Choose Payment Option”, be sure to select “SFA”. Enter your 8-digit student ID number, then select “Submit Payment”. By doing so EOPS or your other financial aid grants will pay for the textbooks.