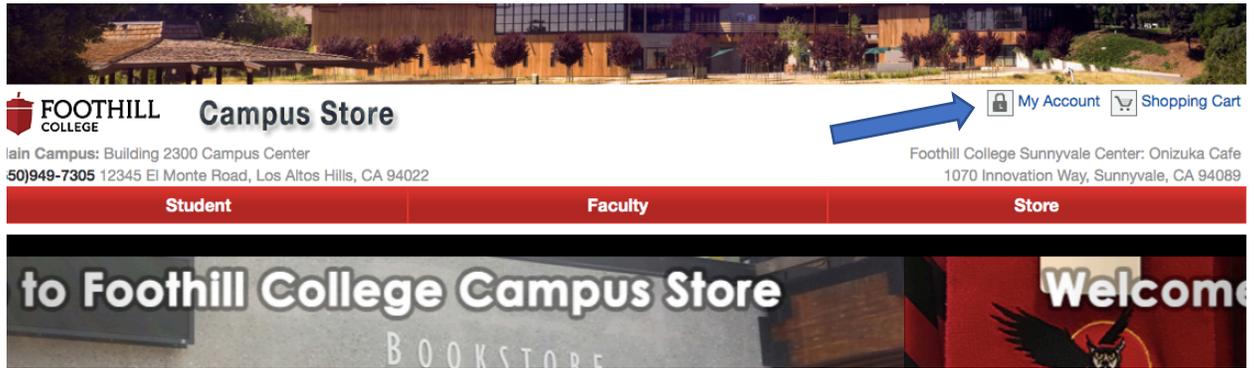


## Foothill College Campus Bookstore Textbook Order Steps for EOPS Students

### 1. Create a Personal Account

- Go to <http://books.foothill.edu/home>
- Create an account by clicking “My Account”



- Register a new account

### Log In

The image shows a "Log In" form. It has a light blue header with the text "Log In". Below the header are two input fields: "Email Address: \*" and a password field with a masked password ".....". Below the password field are two links: "Forgot Your Password?" and "Register Here". A blue arrow points to the "Register Here" link. At the bottom of the form is a blue "Login" button.

- Select “Create profile for Browsing and Shopping”

The image shows a "Select Registration Type" form. It has a red navigation bar at the top with three tabs: "Student", "Faculty", and "Store". To the right of the navigation bar is a "Help" link. Below the navigation bar is a large banner image with the text "to Foothill College Campus Store" and "Welcome" on the right side. Below the banner is a light blue header with the text "Select Registration Type". Below the header is a form titled "Registration Options". The form has a section "Make a Selection:" with three radio button options: "Create profile for Browsing and Shopping", "Create profile for Adopting Textbooks <b>(Faculty)</b>", and "Create profile for Adopting Textbooks <b>(Student)</b>". A blue arrow points to the "Create profile for Browsing and Shopping" option.

- Complete the “Customer Registration” form. **Be sure to enter your student ID number**

# Customer Registration

\* = Required

Username / Password

changkai@gmail.com Password \*

changkai@gmail.com Confirm Password \*

Billing Address

\*Residential Address?  Yes  No

Kai MI Oakland

Chang CALIFORNIA

Business Name 94601 Zip + 4

5208 Trask St United States

Additional shipping addresses can be added later.

Additional Information

Student ID \* Graduation Year

\*Student ID is required for all Book Rentals & Computer Software purchases, Book Rental & SFA payment Example: 2018

Degree Goal:

Not Applicable Other

Email Opt In/Out

I want to receive emails particular to my school.

## 2. Ordering Textbooks

- a. Select "Student" Tab and then select "Search by class/book"

**FOOTHILL COLLEGE Campus Store** My Account Shopping Cart

Main Campus: Building 2300 Campus Center (650)949-7305 12345 El Monte Road, Los Altos Hills, CA 94022

Foothill College Sunnyvale Center: Onizuka Cafe 1070 Innovation Way, Sunnyvale, CA 94089

**Student** Faculty Store

**Textbooks:** Search by class/book, Exclusive, Textbook Rental Info., Sell used books Buy-Back

**Class Materials:** Art Kit, Calculator, Lab Supplies, Yoga/Pilates

**General Books and Catalog** Study Aid, Faculty Authors, FH Authors Series, Graduation:

- b. Select “Spring 20” and enter Course CRN (s), then select “View Your Materials”

### Select Term and Departments

**Course CRN Number**

SPRING 20 (Order Now)

Course CRN Number

**Search for Book**

Search for Book

**Search by Course**

SPRING 20 (Order Now) Department Course-Section Instructor

Add Another Course

View Your Materials

[Home](#) | [Owl Marketplace](#) | [Contact Us](#) | [Refund Policy](#) | [Shipping Policy](#) | [Employment Privacy and Disclaimer](#)

- c. Select “Add to Cart” for all the REQUIRED textbooks/materials, then click “Continue Checkout”

### Course Materials

**Select Course Materials**

Term: SPRING 20 Name: SPAN 001 Section: 05W Instructor: LEON COFFIN MARIA EL Course ID: 41227 Location: FH

**Course Notes:**  
[View All Course Materials](#)

**Print** \$144.00 New

**TU MUNDO LSC E-TEXT + PRINT TEXT**

Author: ANDRADE  
Published Date: NA  
ISBN: 2818600136191  
Publisher: MCG

**Book Notes:** Bundle Includes: Andrade: Tu Mundo Connect LSC w/e-Text and Andrade:Tu Mundo Loose Leaf Printed Text- non refundable

**Add to Cart**

Term: SPRING 20 Name: SPAN 001 Section: 05W Instructor: LEON COFFIN MARIA EL Course ID: 41227 Location: FH

**Course Notes:**

- d. The website will prompt a few questions, answer them according to your needs, then select “Payment Options”

## Shopping Cart

[Return to Previous Page](#)

[Continue Shopping](#) [Payment Options](#)

<p>Item Count: 1 Cart Total: \$144.00</p>	<p>Cart Total With Substitutions: <span style="color: blue;">?</span> \$144.00</p>
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## Courses

SPRING 20 SPAN 001 | SECTION 05W | INSTRUCTOR LEON COFFIN MARIA EL

Preferences: ?  
Substitute: YES

Update Order: ADD ONLY REQUIRED

	Update Preference: NEW QTY	Price	<span style="color: blue;">?</span>
 <p><b>TU MUNDO LSC E-TEXT + PRINT TEXT</b> AUTHOR: ANDRADE ISBN: 2818600136191</p>	<input type="text" value="1"/>	<b>\$144.00</b> NEW	<span style="color: blue;">?</span>

- e. Select “Continue to Checkout”

## Checkout

1. Select Address
2. Shipping Method
3. Payment Options

**Planning on paying with SFA? ?**

Click here to see what items in your cart are covered by your Financial Aid funds.

- or -

[Continue to Checkout](#)

**Your Order** [View Cart](#)

(Estimates)

Number Of Items:	1
Course Materials:	\$144.00
Shipping:	\$0.00
Handling:	\$0.00
<b>Total Before Tax:</b>	<b>\$144.00</b>

- f. After verifying shipping and billing address, select “UPS Ground est. \$0.00”. EOPS will NOT pay for additional shipping fees

## Checkout

1. Select Address
2. Shipping Method
3. Payment Options

**Choose Shipping Method**

[Show Shipping Policy](#)

UPS Ground est. \$0.00

[Continue](#)

**Your Order** [View Cart](#)

(Estimates)

Number Of Items:	1
Course Materials:	\$144.00
Shipping:	\$0.00
Handling:	\$0.00
<b>Total Before Tax:</b>	<b>\$144.00</b>

- 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.

Student Faculty Store

## Checkout

1. Select Address      2. Shipping Method      3. Payment Options

**Payment Information**

**Choose Payment Option**

SFA

Account Number \*

By checking this verification box I authorize the use of my available Student Financial Aid funds to pay for books and merchandise.

[Click here to see what items in your cart are covered by your Financial Aid funds.](#)

Would you like to apply a payment to your order before applying your SFA funds?

Yes  No

Order Comments

**Your Order** [View Cart](#)

Number Of Items: 1

Course Materials: \$144.00

Shipping: \$0.00

Handling: \$0.00

Total Before Tax: \$144.00

Estimated Taxes: \$0.00

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**Grand Total: \$144.00**

[Submit Payment](#)