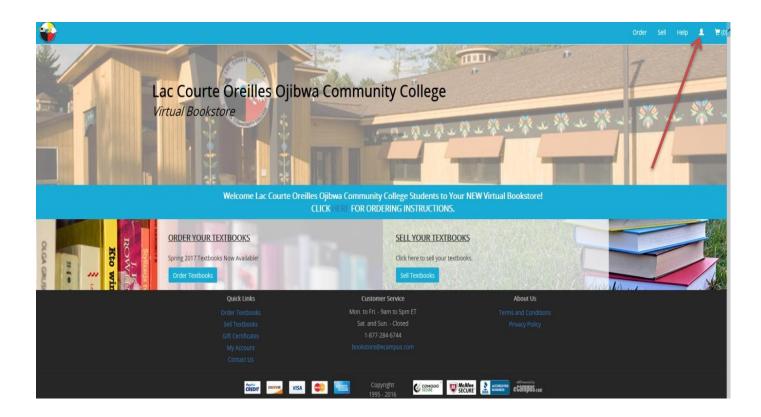
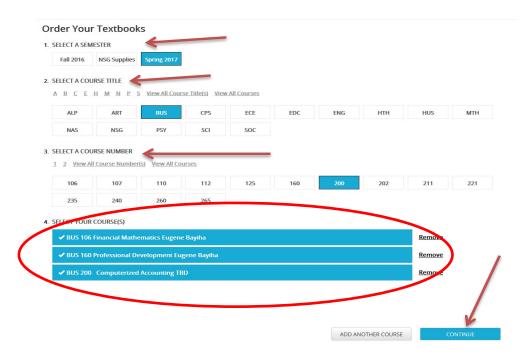
## LCOOCC Virtual Bookstore How to order my books

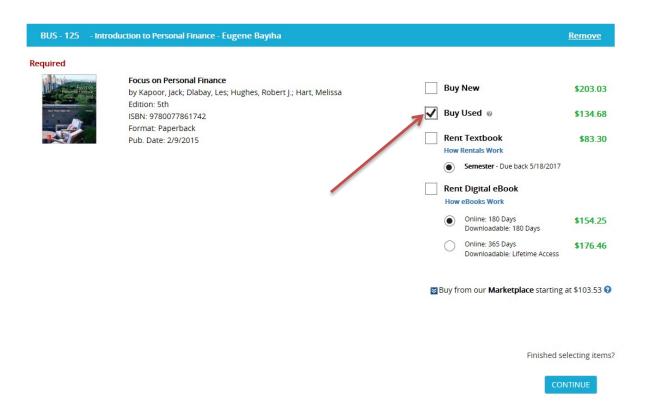
1. Login to your eCampus account, <u>www.lco.ecampus.com</u>, using your student e-mail and password. If it won't let you sign in, please contact the Registration and Records Assistant.



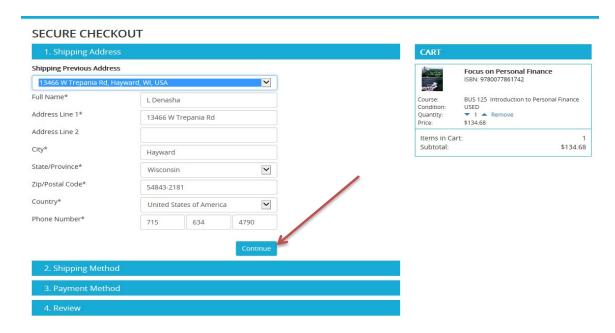
2. Select the classes according to your schedule and select continue. (Select semester, course title, and course number)



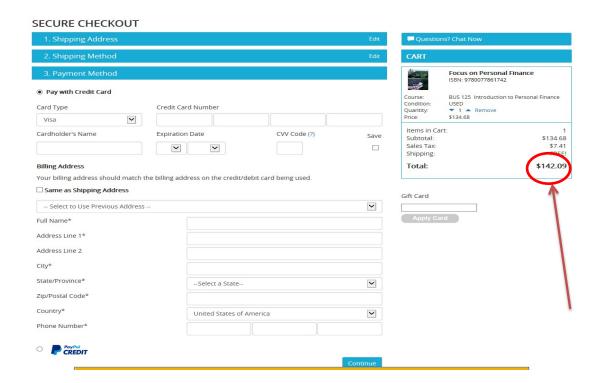
- 3. Select the types of books you would like to purchase (new, used, rental, eBook) and continue
  - a. Rental will need credit/debit card for collateral



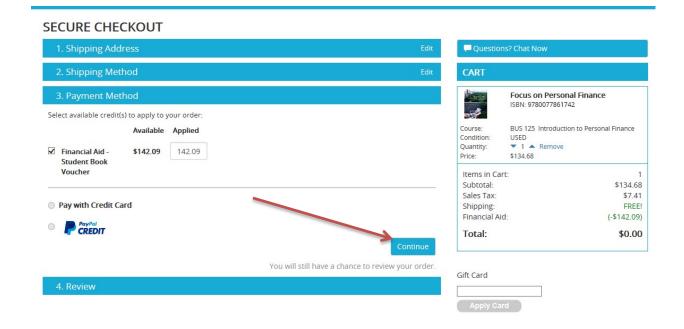
4. Proceed to check out and enter in address where books will be shipped, select continue, and then select the type of shipping you would like.



5. If you do not have a textbook credit in your account, please contact the Registration and Records Assistant to upload your textbook credit to order textbooks. \*\*Please provide total and not the subtotal. The total will be on the page where they are requesting credit card information\*\*



8. Once credit is added by the Registration and Records Assistant, refresh the payment page and place order. If you are ordering any rentals, it will still ask for a credit or debit card at the end of your purchase. This is not for you to pay for the textbooks, It is if you were not to return your rentals, they would then charge your card for the full price of the book.



9. Your textbooks will take 2-8 business days to arrive.

If you have any questions or concerns while placing your textbook order, please feel free to contact the Registration and Records Assistant. We are always willing to help!

## Things that you can do on your eCampus account:

- View tracking of your textbook shipment
- Manage your rentals and textbook returns
- Access your eBooks
- Sell your textbooks
- View previous orders
- Contact eCampus customer service

## **♦**Textbook Returns

For those students that decide to drop a class or withdraw, you will have 30 days after the first day of classes to return your books. Books will be refunded but student will be charged 10% restocking fee and shipping to return books. If you are returning textbooks for a cancelled course, please contact the Dean of Academic Affairs