

# Ordering Textbooks at Follett Virtual Bookstores

## HOW TO FIND YOUR BOOKS

1. Go to [www.foollett.com](http://www.foollett.com)
2. Select your state and school from list, then click 'Submit.'
3. You will now be directed to your school's very own virtual bookstore. Click on 'Textbooks' to purchase books.
4. Select the term for which you will be purchasing books (e.g. 'School Year' or 'Summer Reading'). Follow your course schedule, and then click submit to see the required and recommended course materials.
5. All of the items will automatically be checked for purchase. To remove a textbook, uncheck the box next to 'Buy This Item.'
6. Add books to your cart.
7. Once you have reviewed your order for accuracy and are ready to check out, select a 'Textbook New/Used Condition' preference at the bottom of the page and then click 'Checkout.'

## HOW TO CHECKOUT

1. If you have shopped with Follett Virtual Bookstores before, please enter your email address and password, and click 'login'.
2. If you are new to Follett Virtual Bookstores, please click register to set up an account.
3. You will then be asked to select your shipping options. Orders can be shipped by FedEx Ground, 2nd Day, or Next Business Day (USPS will be available to select regions where necessary).
4. To ship to an address other than the default address displayed, click 'Add a New Address.' Once the correct shipping address is displayed, click 'Continue Checkout.'

## HOW TO PAY

1. Please enter the names of the student(s) that will be using the textbooks being purchased.
2. Select 'Payment Type' under 'Payment Info,' and enter in the required fields associated with that payment option.
3. Review the details of your order one last time, and then click 'Complete My Order' for the order to be processed. An electronic confirmation will be sent to your email address confirming the order.



For more information, contact 877.827.2665

[WWW.EFOLLETT.COM](http://WWW.EFOLLETT.COM)

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