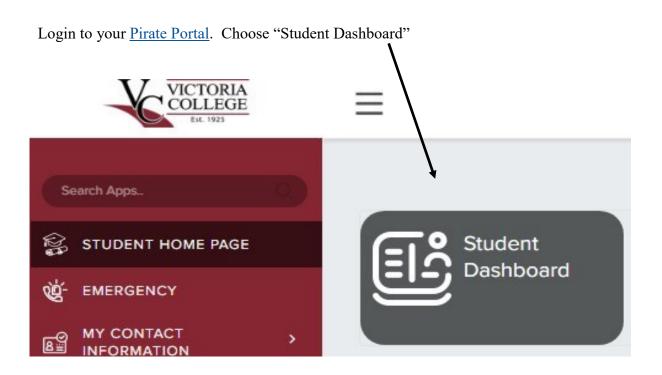
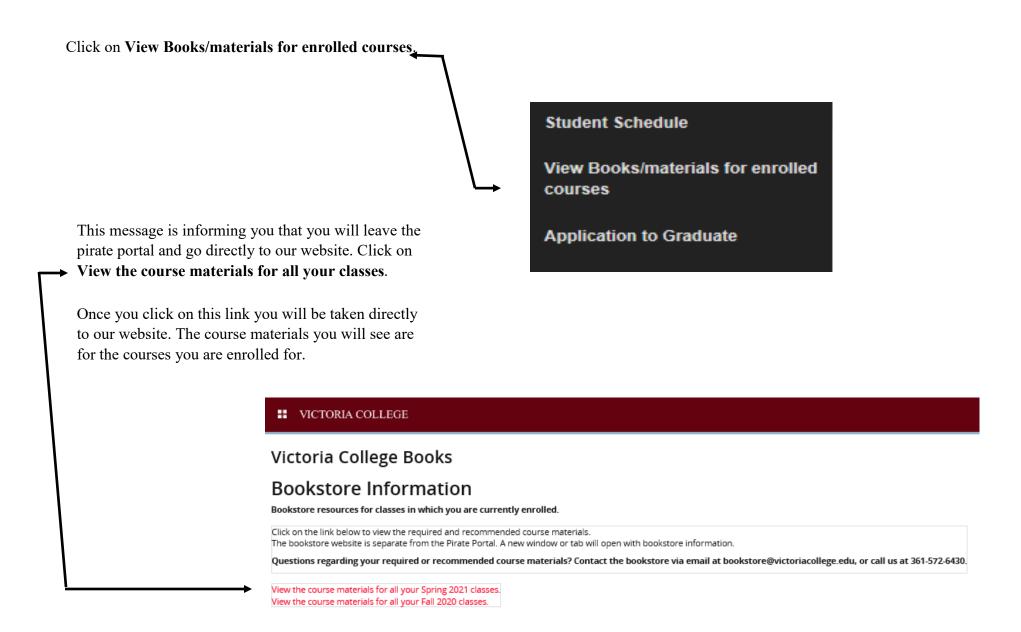
Instructions for Viewing and Ordering Online

Victoria College Bookstore

2200 E. Red River St.
Victoria, TX 77901
(361) 572-6430
Bookstore@VictoriaCollege.edu





This is what our website will look like. Read through the screen. You have lots of information here. Your course number is listed, course notes, book notes, book information, etc. Our menu will also give you access to other items we offer.

You can also access our website by going to books.victoriacollege.edu.

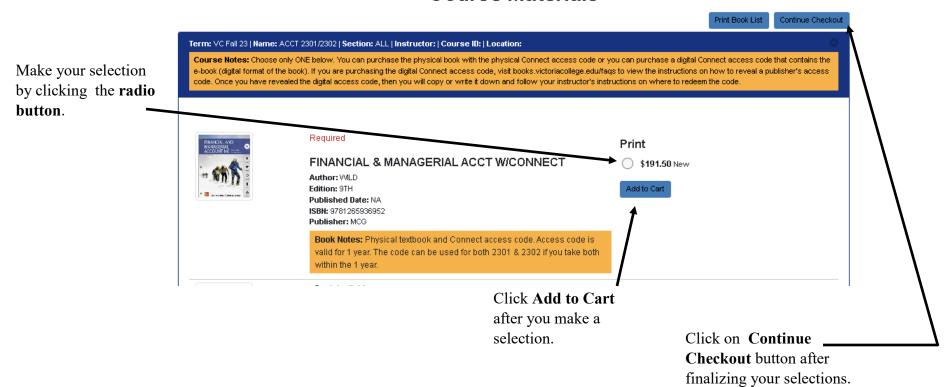


☐ Item Count: 0 Sub-Total: \$0.00

HOME COURSE MATERIALS * CLOTHING * SUPPLIES * ASSORTED GIFTS * GRADUATION/ALUMNI GIFTS * SALE STORE INFO/HELP * LOGIN

Course Materials / Select Term Department and Courses / Select Course Materials

Course Materials



Viewing the Shopping Cart & Checkout

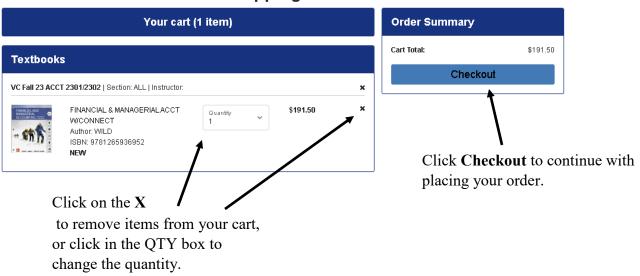
You can always click this area to view the items in your cart.



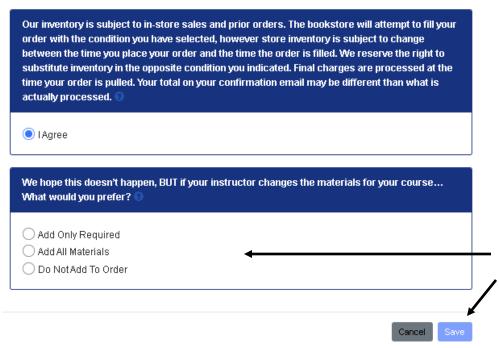


HOME COURSE MATERIALS * CLOTHING * SUPPLIES * ASSORTED GIFTS * GRADUATION/ALUMNI GIFTS * SALE STORE INFO/HELP * LOGIN

Shopping Cart



Our inventory message will display next. This explains that we will try our very best to fill your order as you requested with the options you provided. For example, if you ordered a USED book and we have no USED, then we will substitute with a NEW book. The I Agree is already selected for you.



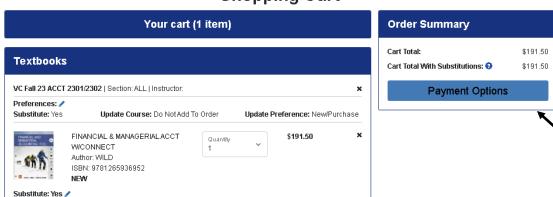
The next message you will receive is just informing you that there may be a chance that the instructor will change the course materials. If this happens, how would you like the bookstore to handle this? Do you want us to Add Only Required items to your order, do you want us to Add All Materials or select Do Not Add to Order and we will not add the new items to your order. Click Save when you have made your selection.



► Item Count: 1 Sub-Total: \$191.50

HOME COURSE MATERIALS Y CLOTHING Y SUPPLIES Y ASSORTED GIFTS Y GRADUATION/ALUMNI GIFTS Y SALE STORE INFO/HELP Y LOGIN

Shopping Cart



Review your shopping cart again and click on **Payment Options** to proceed with placing your order.

You will need to Log In before proceeding to the checkout page. You will use your Victoria College Bookstore log in credentials for our website. This will not be your pirate portal log in credentials (unless you create the VC Bookstore credentials to match your pirate portal log in credentials). If you have never seen this page, then more than likely you have never created a VC Bookstore user account.



☐ Item Count: 1 Sub-Total: \$191.50

HOME COURSE MATERIALS Y CLOTHING Y SUPPLIES Y ASSORTED GIFTS Y GRADUATION/ALUMNI GIFTS Y SALE STORE INFO/HELP Y LOGIN

Returning Customer Email* CREATE PROFILE FOR SHOPPING ONLINE Click Create Profile For Shopping Online to create your Victoria College Bookstore user account. You will be directed to a Customer Registration page. Fill in the information that contain an * (asterisk).

If you have a VC Bookstore user account, then you log in using the same email address and password and click **Login**.

Click **Forgot Your Password** if you have created a profile but cannot remember the password. Our system will send you a link to reset your password.

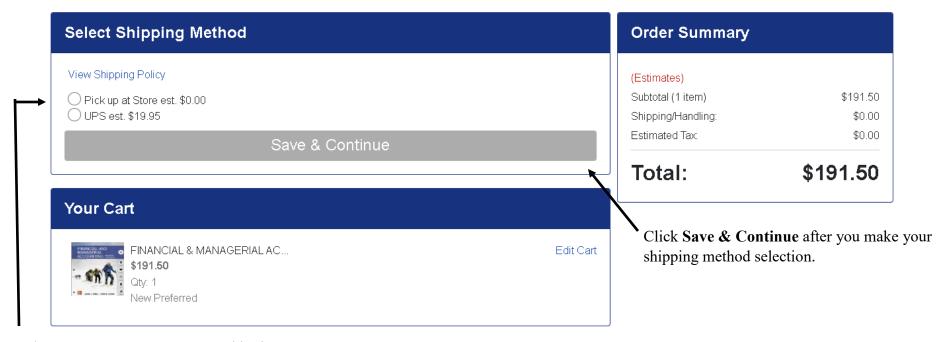
Once you log in, then you are taken to our checkout page.



☐ Item Count: 1 Sub-Total: \$191.50

HOME COURSE MATERIALS * CLOTHING * SUPPLIES * ASSORTED GIFTS * GRADUATION/ALUMNI GIFTS * SALE STORE INFO/HELP * LOGIN

Checkout



Select Pick up at Store or UPS shipping.

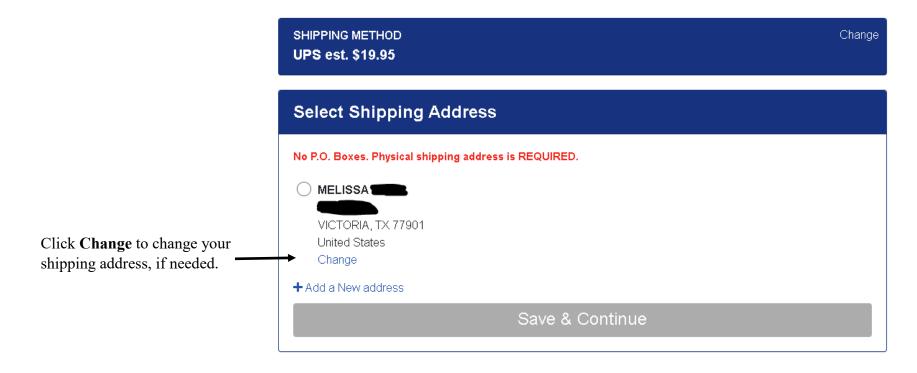
Select **Pick up at Store**, if you would like to come to the Victoria College Bookstore in Victoria, Texas to pickup your order. In addition to your order confirmation email; you will receive a pickup email when your order is ready for you to pickup.

Select on **UPS**, if you would like your order shipped on UPS ground for \$25.95. UPS ground will not ship to P.O. Boxes, so make sure you insert a physical shipping address. In addition to your order confirmation email; you will receive an email when your order is shipped.

If you selected the pick up at store option, then you will select a **Pickup Date** and then click **Save & Continue**.



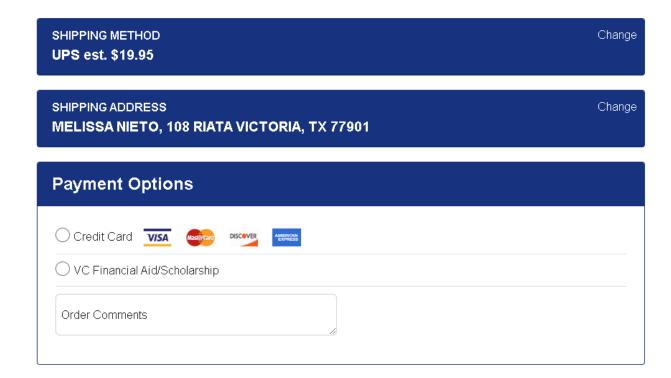
If you selected UPS option, then you will see your shipping address. UPS ground will not ship to P.O. Boxes, so make sure you insert a physical shipping address. Select the shipping address and click Save & Continue.



This is the Payment Options part of the checkout process. This is where you select your payment method. Select Credit Card or VC Financial Aid/Scholarship.

If you select the VC Financial Aid/ Scholarship option, then you will type your V# or student I.D. number including the V in the Account Number field.

You will then click the **box** that authorizes the bookstore to charge on your account.



Click **Save & Continue** when you enter your payment selection and payment information. Click **PLACE ORDER** to finalize and submit the order to us.

Tip:

Keep in mind that your credit card or student financial aid account will not be charged until we physically pull your items and fill your order.

Your confirmation email is <u>not</u> always the final dollar amount. The total amount is based on our inventory.

If your item is backordered, then we <u>do not</u> charge you for the backordered item until it arrives. Sometimes price increases will happen when we have to reorder out-of-stock items.



Thank You For Your Order!



The **order number** you receive is confirmation that your order was submitted and we have received it.

* = Items Not included in the current promotion





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STUDENT WORKER, Bookstore

Shipping with Tracking Number

Yeeeeeeeeeeeeehaw! Your order has shipped!

This e-mail confirms that your order

has been shipped. Please click this link for complete tracking information:

1Z5X195X0358479632



If you selected the **UPS** shipping option, then you will receive an email informing you that your order has shipped. We also provide the tracking number.



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YOUR ORDER IS READY!!!! YEEEEEEEEEEEEHAW!

This e-mail confirms that your order is ready for pickup.

Pickup Hours:

Monday-Thursday from 8am to 6pm.

Friday from 8am to 2pm.

If you selected the **Pick up at Store** option, then you will receive an email informing you that your order is ready for pickup. Our email will also contain the latest pickup hours.

Thank you for your order.