

Online Textbook Purchasing, Rental, and Buyback

Purchasing or Renting Textbooks Using a Credit Card

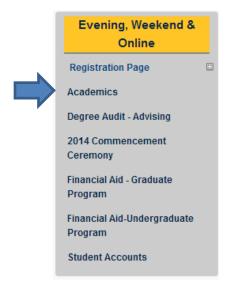
1.) First, you will want to make sure that your advisor has approved your registration. Log into My.Lakeland at http://my.lakeland.edu.



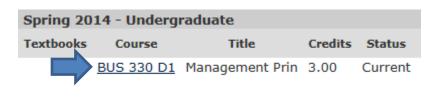
2.) Click on the Evening, Weekend & Online tab.



3.) Click on Academics.



4.) Once your registration has been approved by your advisor, the status should be updated to "Current". Contact your advisor if it has been longer than 2 working days since you submitted your registration, you have completed your Agreement and Disclosure statement, and the status is still listed as "Reserved". If your registration has been approved, click on the blue hyperlink of the course ID for the book you want to purchase.



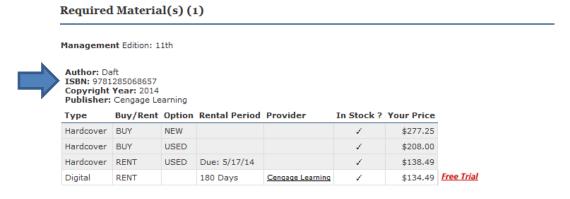
5.) You will be taken to the Course Details page.



6.) Click on Lookup Textbooks on Follett's BookLook Website.



7.) You will be taken to the Required Material(s) page. The ISBN number of your textbook is listed here.



Please Note: Course and pricing information is subject to change based upon updated data from publishers and instructors.

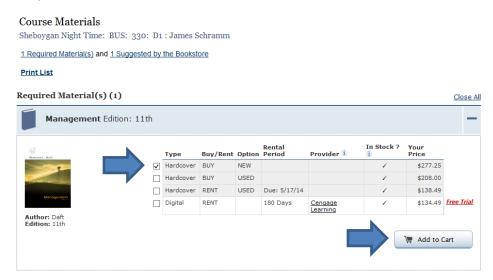
8.) Click on **Check Availability** to be taken to the bookstore's website. Alternatively, you can go directly to the bookstore's website at http://lakeland.bkstr.com.



Click on the plus sign (+) to expand the list of available materials.
 Required Material(s) (1)



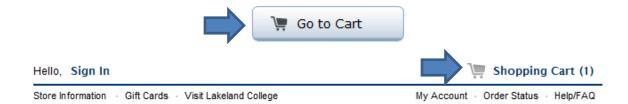
10.) Check the box next to the item you would like to purchase or rent. Depending on the title, you may have multiple options such as new, used, digital, buy, or rent. Once you have selected your preferred option, click on **Add to Cart**.



11.) Click on **Select another course** at the bottom of the screen to continue adding books to your cart (if applicable).

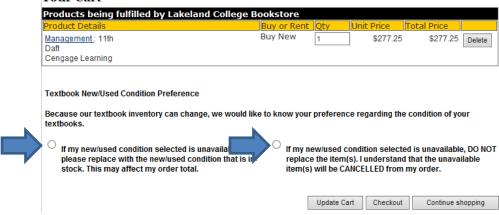


12.) When you are ready to purchase, click on **Go to Cart** at the bottom of the screen or click on the **Shopping Cart** at the top of the screen.



13.) Review the list of items in your cart, and make any changes as necessary. Select either the option to replace with the new/used condition that is in-stock or the option DO NOT replace the item(s) as applicable.



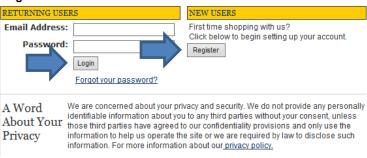


14.) Click on Checkout.

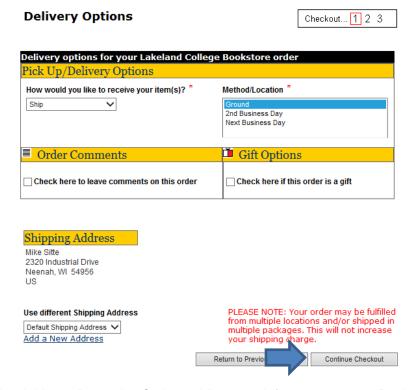


15.) If you have previously set up an online account with the bookstore, enter your email address and password and click on **Login**. Otherwise, click on **Register** to create an account.

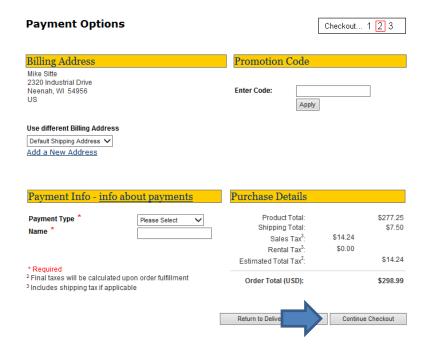
Login



16.) Enter Pick Up / Delivery Options, Order Comments, Gift Options, and Shipping Address as necessary. Click on **Continue Checkout**.

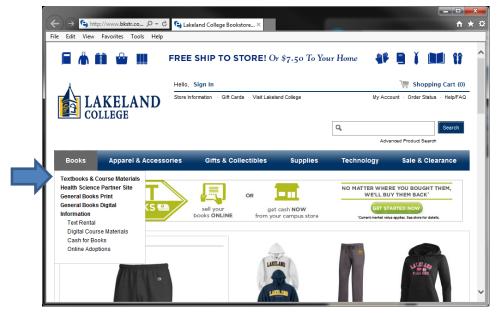


17.) Enter Billing Address, Promotion Code, and Payment Info as necessary. Review the Purchase Details. Click on **Continue Checkout** and confirm your order information is correct.



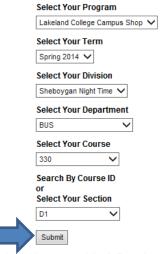
Purchasing directly from the Bookstore's Website

- 1.) You may also go directly to the bookstore's website at http://lakeland.bkstr.com.
- 2.) Mouse-over the Books menu, and then select Textbooks & Course Materials.



3.) Select the Term, Division, Department, Course, and Section for your course. Click on **Submit**.

Textbooks > Select by Course



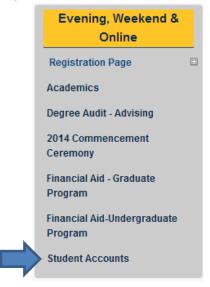
4.) Proceed as in Step 9 in the section above entitled *Purchasing or Renting Textbooks*.

Using Financial Aid

 The Lakeland College Book Agreement form will be available on My.Lakeland about one month prior to each semester. To obtain your individualized form, log into My.Lakeland at http://my.lakeland.edu, and click on **Evening, Weekend & Online**.

Evening, Weekend & Online

2.) Click on Student Accounts.



3.) Click on the blue hyperlink for **Lakeland College Book Agreement**, in the Print Book Agreement/1098T/Transaction History section.

Print Book Agreement/1098T/Transaction History



Lakeland College Book Agreement

Tax Form 1098T

Transaction History 2012

4.) The form will have term courses already populated once you have registered and your advisor has approved your classes.

Amount:	\$592.00	Term: Spring 2014	Date: 11/13/2013 Location: MAI
Signature:			Date:
Course so	chedule for Fal	I 2013:	
CHM 132L PSY 200 I COM 100 BIO 262L (01 Principles 02 Principles L1 General P L1 Introduction O1 Genetics I	n to Mass Media	New Rental Used Digital No Purch
Email Ad Ship To			
or:	City:		State: Zip:

		d to contact Karen Fisc du to determine the sta			e at (920) 565-1398 or
		Amount:	\$592.00)	
6.)	Sign and date.				
	Signature:			Date	e:
7.)	Fill in both your email	and shipping address I	egibly.		
	Email Address:				
	Ship To:				
	or:	City:		State:	_ Zip:

8.) Submit your Lakeland Book Credit Agreement Form to the Campus Shop by fax at 920-565-2952 or by email as an attachment to 0305mgr@fheg.follett.com. The Campus Shop will deduct the

amount owed from your financial aid and ship your books directly to you.

5.) Check to ensure that your form has an allotted dollar value located under your name. If \$0.00

Textbook Rental and Return

To rent textbooks, you will need to have a completed rental agreement on file. When submitting your order, you will see the following screen if you have not yet completed a rental agreement.

Your Rental

No rental agreement found. To complete your rental order we need additional information. Please <u>click on this link to get started.</u>

Removing rental items. If you prefer not to rent you may buy the item instead. <u>Click</u> here to return to your cart.

Contact customer service. If you have any questions regarding your rental items please contact us.

1.) Click on the link to get started with completing your rental agreement.



2.) Click on Click here to register now.



3.) Click on Start.

Let us help you get started

To rent through our bookstores, you will need to complete the following steps. Please...

- 1. Complete Patron Information
- 2. Complete efollett rental agreement
- 3. Complete efollett collateral information



4.) Complete the information in the Create Patron Information screen. Click on **Save & Continue**. eFollett Rental Agreement, and eFollett Collateral Information.

Create Patron Information

First Name:*	
Last Name:*	
Middle Initial:	
Phone Number :*	
Mobile Phone Number :	
Address Line 1:*	
Address Line 2:	
Address Line 3:	
City:*	
Country:*	United States ▼
State / Province: *	Please Choose ▼
Zip / Postal Code: *	
Government Issued ID Number:*	Please Choose United States
Government Issued ID Type:* Government Issued ID Number:* Issuing Country:* Student ID Number:	Please Choose United States
Government Issued ID Number:* Issuing Country:* Student ID Number:	United States ▼
Government Issued ID Number:* Issuing Country:* Student ID Number: Rental Agreement Access Informati	United States ▼
Government Issued ID Number:* Issuing Country:* Student ID Number: Rental Agreement Access Informati email Address:*	United States ▼
Government Issued ID Number:* Issuing Country:*	United States ▼
Government Issued ID Number:* Issuing Country:* Student ID Number: Rental Agreement Access Informati email Address:* Confirm (re-enter) email Address:*	United States ▼
Government Issued ID Number:* Issuing Country:* Student ID Number: Rental Agreement Access Informati email Address:* Confirm (re-enter) email Address:* Password:*	United States ▼

5.) Review the Rental Agreement Terms and Conditions, and click on Save & Continue.



 Complete the information in the Manage efollett Rental Collateral screen. Click on Save & Continue.

Manage efoliett Rental Collateral

* = Required Fields Collateral Information -Collateral Collateral Type:* Select Collateral Type ▼ Card Number:* Expiration Date:* CSC:* (What's this?) Only required if any of the above fields are changed. Billing Address Address Line 1:* Address Line 2: Address Line 3: City:* Country:* United States State / Province: * Select State Zip / Postal Code: * Save & Continue Cancel

5.) Proceed with delivery and payment information in Step 17 from the section above entitled *Purchasing or Renting Textbooks*.

All students who choose to rent their textbooks have the option of performing a self-check-in at the end of the term. A prepaid FedEx label will be issued so the book can be returned to the Campus Shop at no additional expense for the student. Students who rent their textbooks will be provided a prepaid FedEx shipping label attached to their sales receipt. Please retain the label in a safe location so rental books can be returned by the check-in date at the end of the term.

You must check-in your book at least one week prior to the posted rental due date to allow FedEx enough transit time to deliver your book to the Sheboygan campus. Rental textbooks are not fully checked in until they are received by the Campus Shop. For example, if your rental books are due back by May 17th, 2014, you must start the online check in process no later than May 10th, 2014. Print off your label, box up your book, and take it to your local FedEx location for shipping.

Textbook Buyback

Students can sell back their books in person at the main Sheboygan campus store during regular posted operating hours. Evening, Weekend, and Online students can sell back textbooks by sending an email request to 0305mgr@fheg.follett.com. The Campus Shop does not provide buyback quotes over the phone.

Provide complete textbook information including author, title, and ISBN number, and the Campus Shop will reply with a buyback quote. You will need to print off an attached form (included with buyback quote) and include it with your shipment. Legibly write your complete information including name, address, telephone number, and student ID number. The Campus Shop will provide a free prepaid FedEx return label sent to customer email address.

When books are received by the Campus Shop, a check request will be generated for each customer. Buyback checks will be mailed from Follett home office which is located in Oak Brook, Illinois, within 7-10 business days from receipt of books.

For questions with textbook purchasing, rental, or buyback, please contact the bookstore by phone at (920) 565-1230 or by email at lakeland@bkstr.com.