

Online **TEXTBOOK INSTRUCTIONS**

FOR FINANCIAL AID STUDENTS

- 1 You will receive an email from VB@news.mbsbooks.com. The email will be sent to your Iowa Lakes Community College issued email address and will include your SFA voucher ID and password. You should check your SPAM folder for any emails from MBS.
- 2 You should have your course registration and Iowa Lakes issued Student ID information in front of you and visit <https://bit.ly/3j2EicA>.
- 3 Select **Use It Here** at the top of the page to use your SFA voucher.
- 4 Access SFA Voucher funds by entering Student ID and Voucher ID.
- 5 Select the correct term and **Core Classes**.
- 6 **Enter your Course ID** (i.e. ACC-110-100) and select the CORRECT course section. Online courses will say ONLINE, no section number (except for some R01 sections). Repeat until all courses are selected.
- 7 Select **View Your Materials**.
- 8 Select the required textbook(s) for each course. Pay attention to any course notes about required textbooks, kits, or access codes.
- 9 Select **Proceed to Checkout**. If all order information is correct, select **Checkout Now**. Otherwise, make corrections and re-select **Checkout Now**.
- 10 If your SFA Voucher covers your entire purchase, your order may be completed. If your SFA Voucher does NOT cover your entire order, you must provide a Credit Card for the remaining balance.
- 11 Follow the additional information and shipping prompts to finish your order.
- 12 Save your SFA Voucher ID and order number. You will receive an email from VB@news.mbsbooks.com confirming your order and providing instructions for accessing digital or lab materials. **Keep this email for future reference!** You may need to check your spam folder for any emails from MBS.

IMPORTANT NOTES:

- Students must use their Iowa Lakes issued email address for all orders.
- DO NOT WAIT to order books as they may take up to 2 to 5 weeks to arrive, especially eScience lab kits.
- Use the Free Shipping Dates to keep your costs low.
- IF ANY TEXTBOOK MATERIALS HAVE AN ACCESS CODE OR DIGITAL CONTENT, you MUST log back into your account, select the order number and choose **access your digital materials** or **activate your access code**. If you do not do this, your access to the materials will not be available.
- For help at any time after an order is placed, you should call MBS Student Customer Service at 800-325-3252. They will provide fast and easy help with access codes, digital content, returns, and cancellations.
- Iowa Lakes Campus Store staff is happy to assist all students with the ordering process. You may contact the Campus Stores with any questions or concerns.

Estherville Campus Store
712-362-6840 | 712-362-8373

Emmetsburg Campus Store
712-852-5251 | 712-852-5290

bookstore@iowalakes.edu