

# Online **TEXTBOOK INSTRUCTIONS**

## FOR NON-FINANCIAL AID STUDENTS

- 1 You should have your course registration and Iowa Lakes issued Student ID information in front of you and visit <https://bit.ly/3j2EicA>.
- 2 Select **Log into Your Account** located at the top left of the page. If you do not have an account created, you will need to create one using your Iowa Lakes Community College email address.
- 3 Select the correct term and **Core Classes**.
- 4 **Enter your Course ID** (i.e. ACC-110-100) and select the CORRECT course section. Online courses will say ONLINE; no section number will be listed, except for some R01 sections. Repeat until all courses selected.
- 5 Select **View Your Materials**.
- 6 Select the required textbook(s) for each course. Pay attention to any course notes about required textbooks, kits, or access codes.
- 7 Select **Proceed to Checkout**. If all order information is correct, select **Checkout Now**. Otherwise, make corrections and re-select **Checkout Now**.
- 8 Enter your payment information. Follow the additional information and shipping prompts to finish the order.
- 9 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.