

Instructions for Viewing and Ordering Online

Victoria College Bookstore

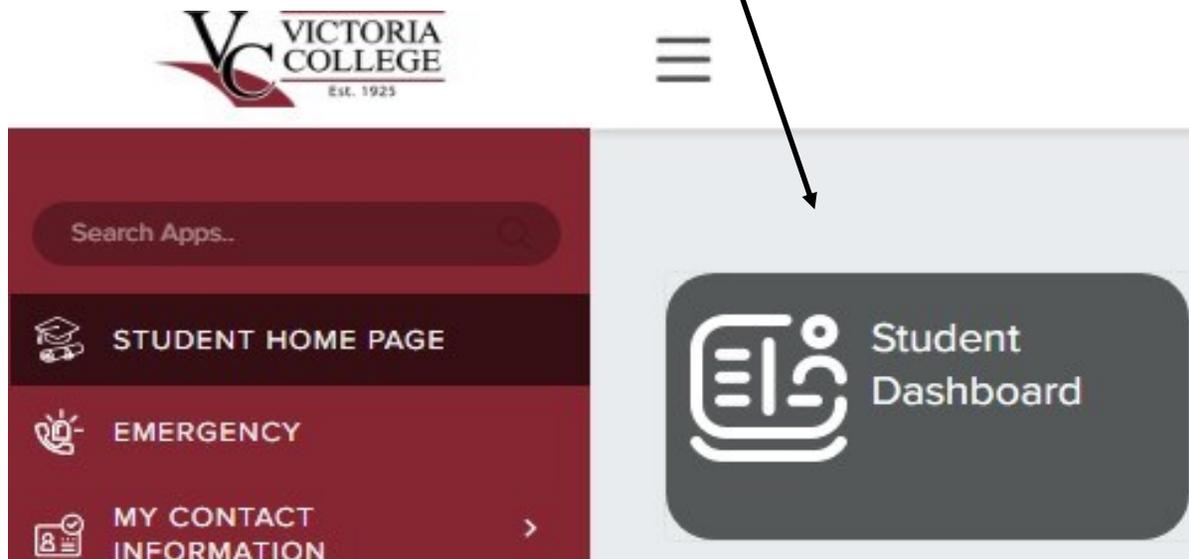
2200 E. Red River St.

Victoria, TX 77901

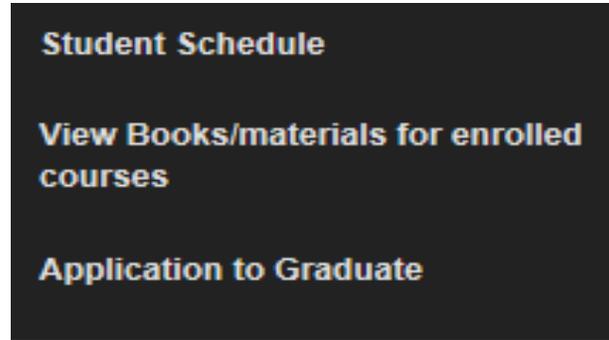
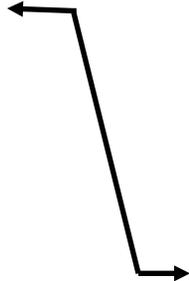
(361) 572-6430

bookstore@victoriacollege.edu

Login to your [Pirate Portal](#). Choose “Student Dashboard”



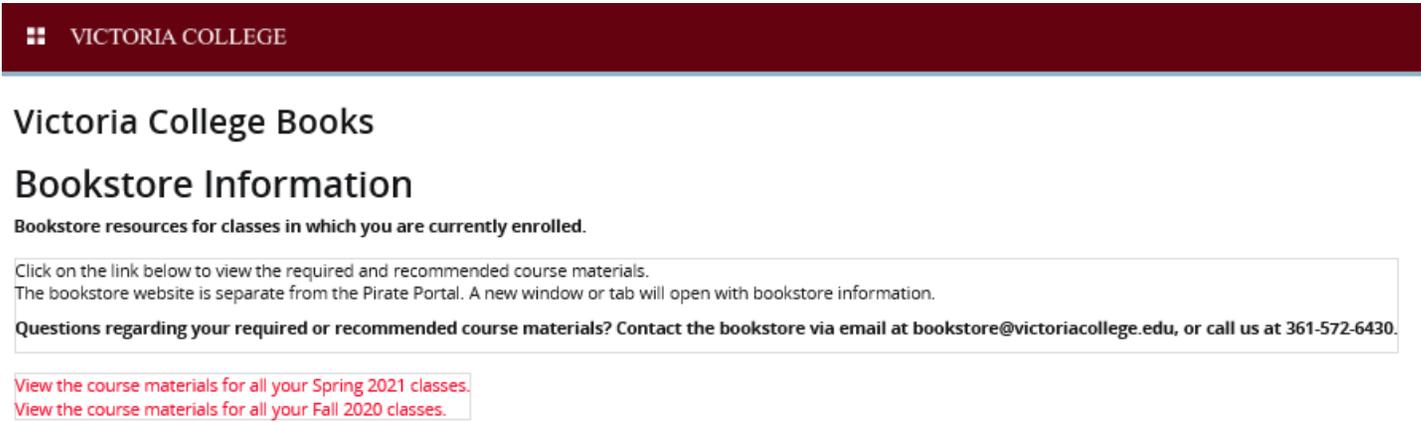
Click on **View Books/materials for enrolled courses.**



This message is informing you that you will leave the pirate portal and go directly to our website. Click on **View the course materials for all your classes.**



Once you click on this link you will be taken directly to our website. The course materials you will see are for the courses you are enrolled for.



This is what our website will look like. Your course materials will be listed here. Click the **radio button**.

Then click **Add to Cart** to all the items you want to add to your shopping cart.

After you have made all your selections, then you may click on **Continue Checkout**.

The screenshot shows the Victoria College Bookstore interface. At the top is the Victoria College logo. Below it is a navigation bar with links: Home, Order Textbooks, Order Merchandise, Bookstore FAQ's, Refund Policy, Log In, and My Cart. A breadcrumb trail reads: Course Materials / Select Term Department and Courses / Select Course Materials. The main heading is "Course Materials". On the right side, there are two yellow buttons: "Print Book List" and "Continue Checkout". Below this is a blue header bar with course information: Term: VC Fall 20 | Name: BIOL 2404 | Section: ALL | Instructor: | Course ID: | Location: . The main content area lists two required books. The first book is "EXPLRNG A&P LABORATORY: CORE CONCEPTS" by AMERMAN, 2ND 18 Edition, published in 2018. It has an ISBN of 9781617317304 and is published by MORTON. The book notes are "Lab Manual". To the right of the book details, there is a "Print" section with a radio button selected next to "\$85.50 New" and an "Add to Cart" button. The second book is "INTRO.TO HUMAN BODY-PRINT COMPANION" by TORTORA, 11TH 18 Edition, published in 2018. It has an ISBN of 9781119306665 and is published by WILEY. It also has a "Print" section with radio buttons for "\$125.50 New" and "\$94.50 Used", and an "Add to Cart" button. Below the second book, there is a "Summary" link with a heart icon. At the bottom right of the main content area, there is a "Continue Checkout" button. The footer contains links: Home | Order Textbooks | Order Merchandise | Bookstore FAQ's | Refund Policy | Log In | Privacy Policy & Disclaimer.

This is the Shopping Cart page. You can always access your shopping cart page by clicking on **My Cart**.

Click **Continue Checkout** to proceed with your order.

VICTORIA COLLEGE

Home Order Textbooks Order Merchandise Bookstore FAQ's Refund Policy Log In **My Cart**

Shopping Cart

Return to Previous Page

Continue Shopping Continue Checkout

Item Count: 2
Cart Total: \$100.49

Courses

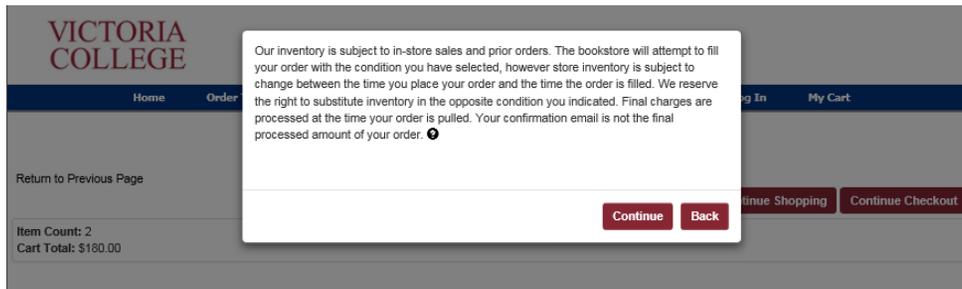
VC Fall 20 BIOL 2404 SECTION ALL INSTRUCTOR	QTY	Price	
 EXPLRNG A&P LABORATORY: CORE CONCEPTS AUTHOR: AMERMAN ISBN: 9781617317804	<input type="text" value="1"/>	\$85.50 NEW	

Merchandise

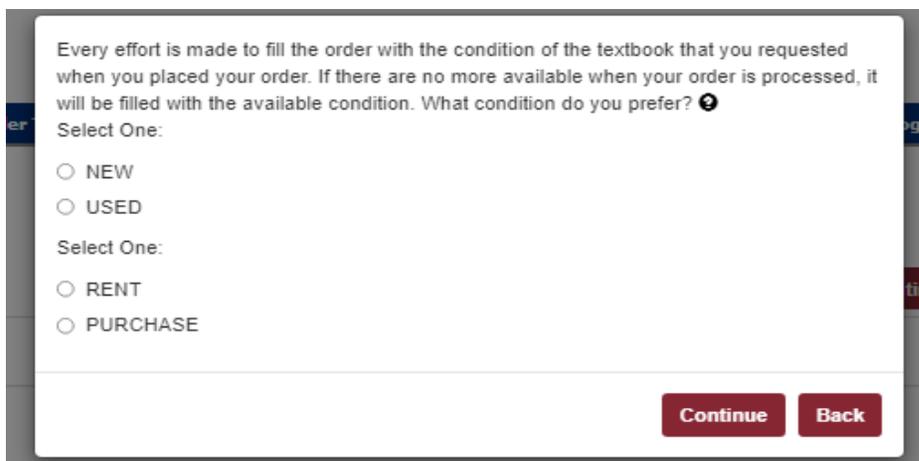
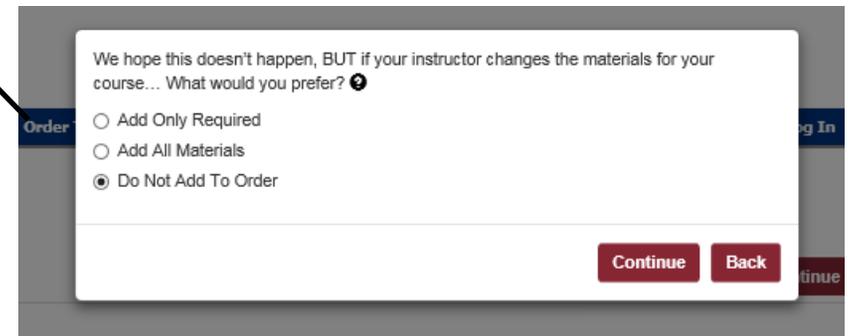
Product	QTY	Price	
 Anti-Static Wristband Item: 06503077588	<input type="text" value="1"/>	\$14.99	

Click on the  to remove items from your cart, or click in the QTY box to change the quantity.

Our inventory message will display next. This explains to you 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. Click **Continue** to move forward.

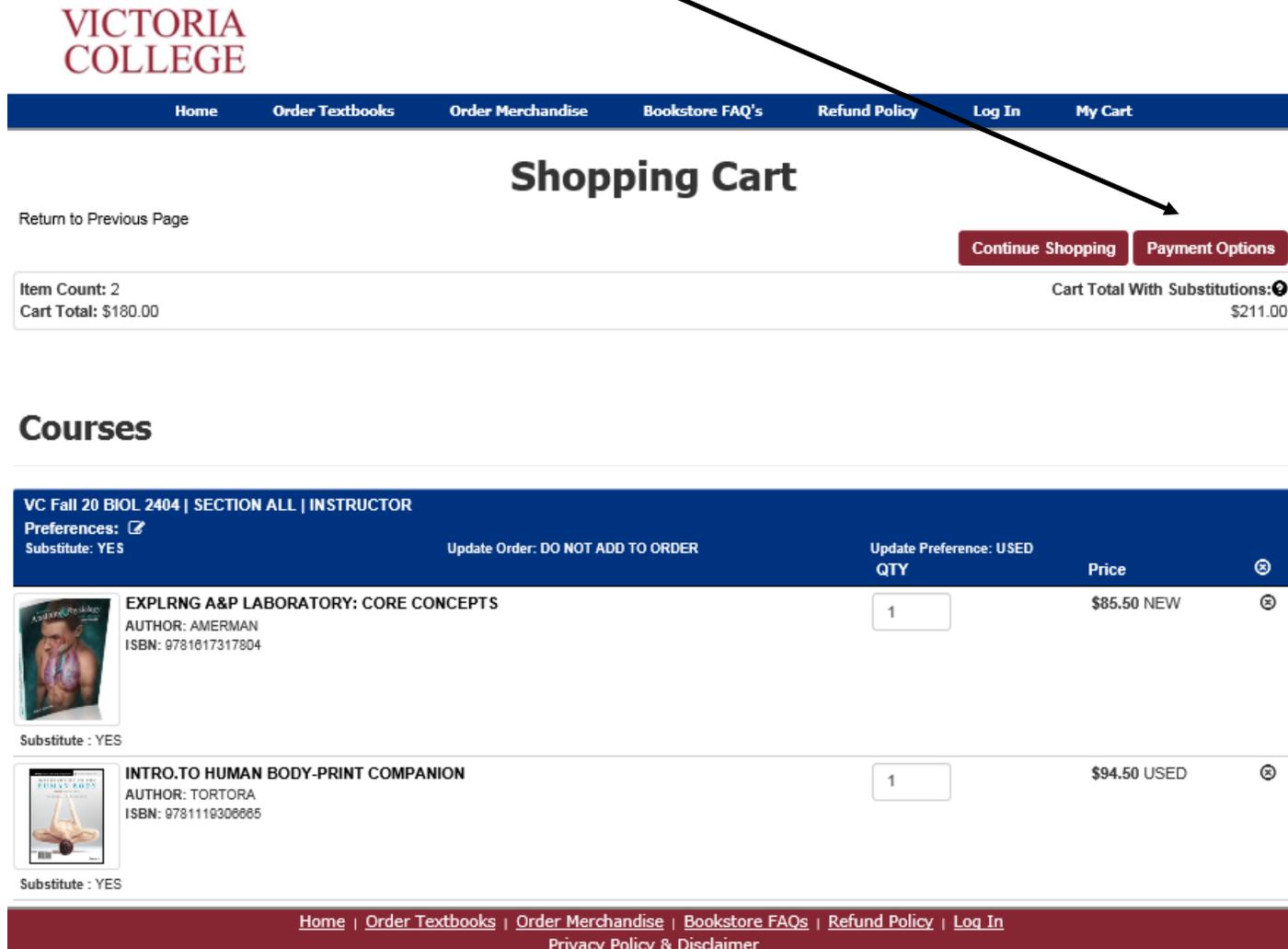


The next message you will receive is just informing you that there may be a chance that the instructor will change the course materials. If this happens, how would you like the bookstore to handle this? Do you want us to **Add Only Required** items to your order, do you want us to **Add All Materials**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



The last message is requesting your preferred textbook condition. Do you prefer a **NEW** textbook or **USED** textbook? Do you prefer to **RENT** or **PURCHASE** the textbook?

Click on **Payment Options** to continue the checkout process.



VICTORIA COLLEGE

Home | Order Textbooks | Order Merchandise | Bookstore FAQ's | Refund Policy | Log In | My Cart

Shopping Cart

Return to Previous Page

[Continue Shopping](#) [Payment Options](#)

Item Count: 2
Cart Total: \$180.00

Cart Total With Substitutions: \$211.00

Courses

VC Fall 20 BIOL 2404 | SECTION ALL | INSTRUCTOR

Preferences:
Substitute: YES

Update Order: DO NOT ADD TO ORDER

Update Preference: USED

	QTY	Price	
 EXPLRNG A&P LABORATORY: CORE CONCEPTS AUTHOR: AMERMAN ISBN: 9781617317804 Substitute : YES	1	\$85.50 NEW	
 INTRO.TO HUMAN BODY-PRINT COMPANION AUTHOR: TORTORA ISBN: 9781119306865 Substitute : YES	1	\$94.50 USED	

[Home](#) | [Order Textbooks](#) | [Order Merchandise](#) | [Bookstore FAQs](#) | [Refund Policy](#) | [Log In](#)
[Privacy Policy & Disclaimer](#)

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.

Click **Register Here** to create your Victoria College Bookstore user account.

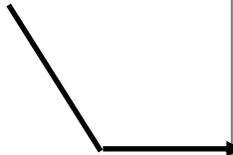
If you have a VC Bookstore user account, then you log in using the same email address and password and click **Login**.

The screenshot shows the 'Log In' page of the Victoria College Bookstore. At the top left is the 'VICTORIA COLLEGE' logo. Below it is a dark blue navigation bar with links: Home, Order Textbooks, Order Merchandise, Bookstore FAQ's, Refund Policy, Log In, and My Cart. The main heading is 'Log In'. Below the heading are two input fields: 'Email Address: *' and 'Password'. To the left of these fields are links for 'Forgot Your Password?' and 'Register Here'. Below these links is a red 'Login' button. At the bottom of the form area is the text 'Please enter your login information'. A dark red footer bar at the bottom contains links: Home | Order Textbooks | Order Merchandise | Bookstore FAQs | Refund Policy | Log In | Privacy Policy & Disclaimer. Annotations include: an arrow pointing from the 'Register Here' link to the text on the left; an arrow pointing from the 'Forgot Your Password?' link to the text on the right; and two arrows pointing from the 'Email Address' and 'Password' fields to the text on the right.

Click **Forgot Your Password** so that our website can send you a link to reset your password.

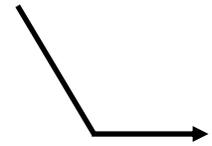
Creating a Victoria College Bookstore User Account

Click **Register Here** to create your Victoria College Bookstore user account.



The screenshot shows the 'Log In' page of the Victoria College Bookstore. At the top left is the 'VICTORIA COLLEGE' logo. Below it is a dark blue navigation bar with links: Home, Order Textbooks, Order Merchandise, Bookstore FAQ's, Refund Policy, Log In, and My Cart. The main heading is 'Log In'. Below the heading are two input fields: 'Email Address: *' and 'Password'. Underneath these fields are links for 'Forgot Your Password?' and 'Register Here', followed by a red 'Login' button. A message at the bottom of the form says 'Please enter your login information'. At the very bottom of the page is a dark red footer with navigation links: Home | Order Textbooks | Order Merchandise | Bookstore FAQ's | Refund Policy | Log In | Privacy Policy & Disclaimer.

Click **Create profile for Shopping Online.**



The screenshot shows the 'Select Registration Type' page of the Victoria College Bookstore. At the top left is the 'VICTORIA COLLEGE' logo. Below it is a dark blue navigation bar with links: Home, Order Textbooks, Order Merchandise, Bookstore FAQ's, Refund Policy, Log In, My Cart, and Help. The main heading is 'Select Registration Type'. Below the heading is a blue bar labeled 'Registration Options'. Underneath is a white box with the text 'Make a Selection:' and a link 'Create profile for Shopping Online'. At the very bottom of the page is a dark red footer with navigation links: Home | Order Textbooks | Order Merchandise | Bookstore FAQ's | Refund Policy | Log In | Privacy Policy & Disclaimer.

The asterisk fields (*) are the only fields that are required.

Tip:
The email address you insert here will be your username. This email address will receive order confirmations, tracking information, and other communications sent by the bookstore. Use an email address that you will check periodically.

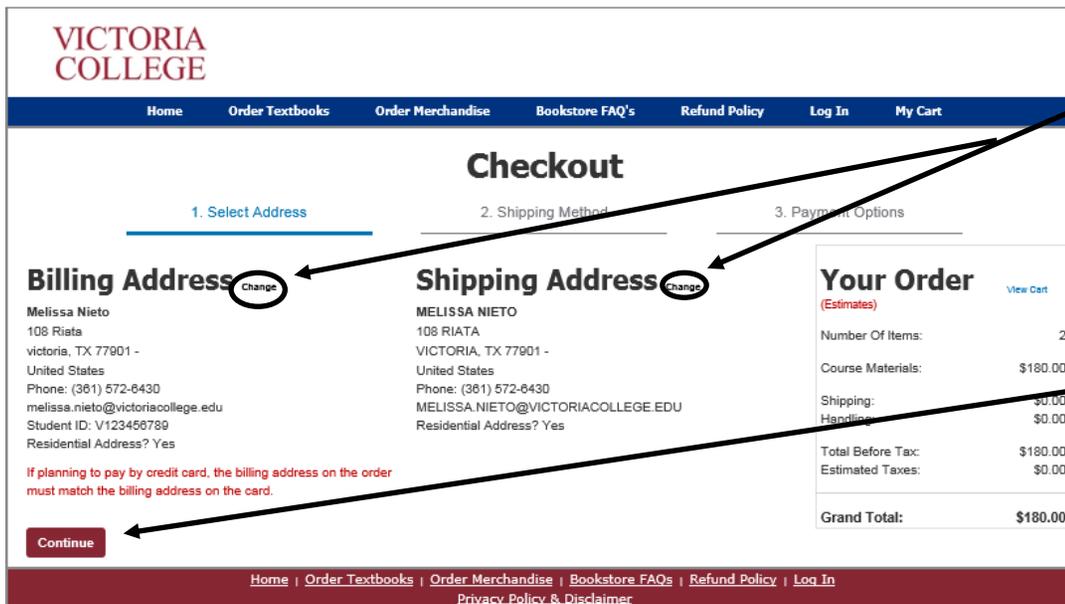
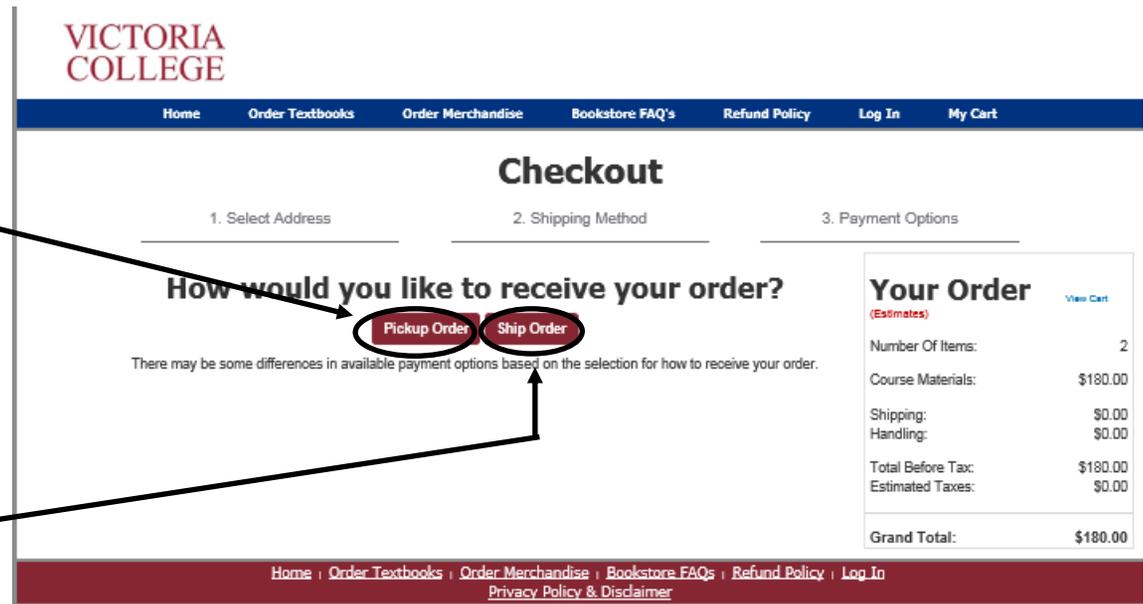
Fill in all the asterisk (*) fields. Scroll down to the bottom of the page and click **Submit Profile**.

Tip:
Password must be between seven and 20 characters without spaces and are case sensitive. Password must contain one letter and one numeral. Password can contain special characters.

Once you log in, then you are taken to our check-out page.

Click on **Pickup Order**, 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.

Click on **Ship Order**, if you would like your order shipped on UPS ground for \$13.95. 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. Click [here](#) to view more information regarding shipping terms.



You can click on **Change** to change your Billing or Shipping Address, if needed. Your billing address must match the credit card billing address, if you are using a credit card. Your shipping address must be a physical address (**no P.O. Boxes**).

Click **Continue** to continue with the checkout process.

Home | Order Textbooks | Order Merchandise | Bookstore FAQ's | Refund Policy | Log In | My Cart

Checkout

1. Select Address | **2. Shipping Method** | 3. Payment Options

Choose Shipping Method

Show Shipping Policy

UPS est. \$10.95

[Continue](#)

Your Order [View Cart](#)

(Estimates)

Number Of Items:	2
Course Materials:	\$180.00
Shipping:	\$0.00
Handling:	\$0.00
Total Before Tax:	\$180.00
Estimated Taxes:	\$0.00
Grand Total:	\$180.00

Home | Order Textbooks | Order Merchandise | Bookstore FAQ's | Refund Policy | Log In | Privacy Policy & Disclaimer

If you selected the shipping option, then you will see this screen. Click **Continue** to proceed.



Home | Order Textbooks | Order Merchandise | Bookstore FAQ's | Refund Policy | Log In | My Cart

Checkout

1. Select Address | **2. Shipping Method** | 3. Payment Options

Choose Pickup Method

Show Shipping Policy

Pick up at Store est. \$0.00

Pickup Time:

11/2/2020

Pickup at Victoria College Bookstore. Monday-Thursday from 8am to 6pm. Friday 8am to 2pm.

[Continue](#)

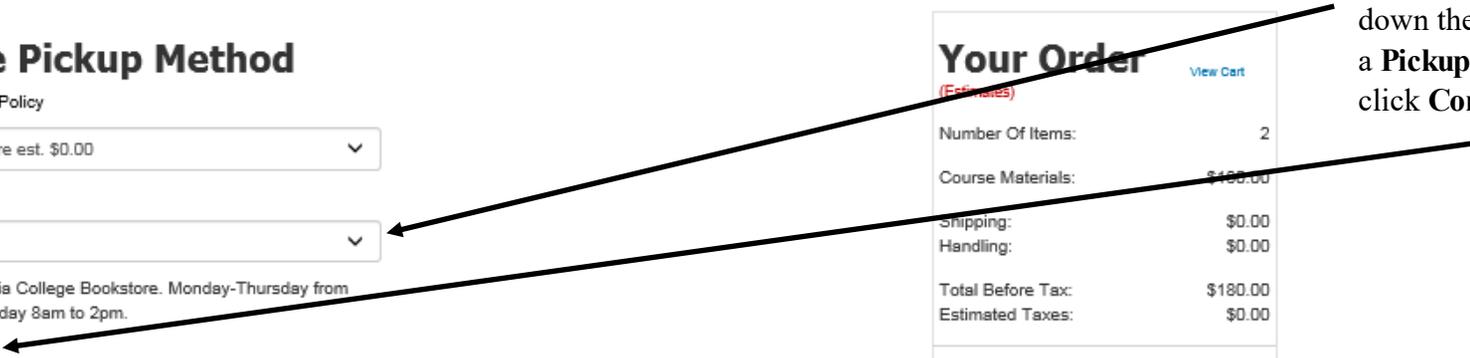
Your Order [View Cart](#)

(Estimates)

Number Of Items:	2
Course Materials:	\$180.00
Shipping:	\$0.00
Handling:	\$0.00
Total Before Tax:	\$180.00
Estimated Taxes:	\$0.00
Grand Total:	\$180.00

Home | Order Textbooks | Order Merchandise | Bookstore FAQ's | Refund Policy | Log In | Privacy Policy & Disclaimer

If you selected the pickup option, then you will see this screen. Drop down the box and select a **Pickup Time** and then click **Continue**.



This is the Payment Options part of the checkout process. This is where you select your payment method.

Click the **drop down arrow** and select your payment method.

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 **Submit Payment** when you are ready to submit your order.

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 not always the final dollar amount. The total amount is based on our inventory.

If your item is backordered, then we do not 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!
Your Order Number Is 17022

[Print Confirmation](#) [Return to Home](#)

Payment Information

Number Of Items:	2	Shipping:	\$10.95
Course Material Total:	\$211.00	Handling:	\$0.00
		Total Before Tax:	\$221.95
		Estimated Taxes:	\$17.40
		Grand Total:	\$239.35

* = Items Not included in the current promotion.

Shipping Details

Ship To: MELISSA NIETO 108 RIATA, VICTORIA TX 77901-
 Method: UPS
 Shipping Charge: \$10.95
 Shipping Totals: \$10.95

Course Materials

Author	ISBN	Preference	QTY	Sub-Total
VC Fall 20 BIOL 2404 SECTION: ALL LOCATION: INSTRUCTOR: UPDATE ACTION: COURSE ID: Victoria College Bookstore				
EXPLRNG A&P LABORATORY: CORE CONCEPTS AMERMAN	9781617317804	New Preferred	1	\$85.50
INTRO.TO HUMAN BODY-PRINT COMPANION TORTORA	9781119306665	Used Preferred	1	\$125.50

Message to send with order:
 test do not fill

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

You will also receive an **email confirmation** from the bookstore with the same information.



bookstore@victoriacollege.edu

STUDENT WORKER, Bookstore

Shipping with Tracking Number

Yeeeeeeeeeeeeeehaw! 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 **Ship Order** option, then you will receive an email informing you that your order has shipped. We also provide the tracking number.



bookstore@victoriacollege.edu

STUDENT WORKER, Bookstore

Your Order is Ready

YOUR ORDER IS READY!!!! YEEEEEEEEEEEEEEHAW!

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

Pickup Hours:

Monday-Thursday from 8am to 6pm.

Friday from 8am to 2pm.

Thank you for your order.

If you selected the **Pickup Order** 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.