

## CAC Bookstore Website Easy Ordering steps

**Please, read through all steps of these instructions. Payment information is near the end, and that is critical to completing your order correctly.**

**Have your schedule in front of you.**

Log onto [www.centralaz.bncollege.com](http://www.centralaz.bncollege.com) to get started

- Click on "TEXTBOOKS"
  - You will first need to select your campus by using the drop down menu. If you are attending classes on or online for the Signal Peak Campus or Maricopa Campus, please select "**Signal Peak/Maricopa Campus**". If you are attending classes on or online with the Superstition Mountain Campus or the San Tan Valley Campus, please select "**Superstition Mountain/San Tan Campus**".
  - **\*\*Aravaipa Campus students can choose either location.**
  - Due to COVID-19 restrictions the 2 campus bookstores that are assisting students is the Signal Peak Campus Bookstore and/or the Superstition Mountain Campus Bookstore.
- Using the drop-down menus, enter each class separately.
- Once you have the classes entered, click "FIND MATERIALS"
- There are several options to look at, choose what's best for you; New, Used, Rental, if available or eBook, if available.
- Click "Add items to cart"
- Once you have added everything to your cart, click "Checkout"
- If you have an account you can just log on and follow the instructions, if you don't want to create an account then go to guest checkout.

**\*\*\*NOTE\*\*\***

**If you are renting books, you must create an account.**

- The next screen is going to be for the delivery method for your books and materials.
- For the Fall 2020 semester, all orders will be shipped to students for free. You will not be able to choose store pick up as a method of delivery. A physical address must be entered, (No PO Boxes).

- **For eBook delivery**, you will enter an email address. Please, double and even triple check this information. The link to your book will be sent to this address and it's important that all spelling is correct and that you have access to the email address that you enter.
- If you are renting, credit/debit card information will need to be entered. If you are paying with SFA, your card will not be charged but, it is required to secure the rental book.
- If you **aren't** renting the next step is the payment page. Please select your payment method.
- If you are paying with Financial Aid, enter your student ID number (the 880#).
- **If you are using a 3<sup>rd</sup> party voucher please, enter your student ID followed by the 3<sup>rd</sup> party that issued your voucher (example: 880123456TEACH)**
- Final Screen---Place Order. If everything looks good, then click "PLACE ORDER"

We will process the orders within 24-48 hours and you will get a confirmation email that includes tracking information for your order.

Please contact us if there are any questions or concerns.

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