HOW TO FIND & ORDER YOUR BOOKS FROM WORKDAY SCHEDULE

1. Log in to Workday Student
2. Click on Academics Tab from main menu

3. Click on “View My Current Schedule”

4. Click on the Section name within your course schedule
5. At the bottom of the description of the course you will see a link that says “View Materials in Bookstore.”

6. This will take you directly to the bookstore’s website to show you the required materials and allow you to populate your cart and place your order. If there are choices (*rent, digital, buy new, buy used), it will be shown:
7. Repeat for each enrolled course.

8. When you go to your Bag, you will see the items you chose. As long as everything is correct, click green “Checkout” button.

9. It is possible that you will have items at multiple stores when checking out. Each campus has its own online store. You may see a message at the bottom of your screen that says “Your Other Bags.” Make sure to complete the following check out process for each campus.
10. You will be asked if you would like to bookstore staff to fulfill your order with a different book condition if necessary. This means, if you chose “used” but the bookstore only has “new” left, we can change your order. If you choose no, the unavailable items will be cancelled, and you will need to place a new order for the unavailable items.

11. You will then be asked to sign in if you already have an account, create an account if you are new, or continue as a guest.
12. You will then be asked for the delivery method. You can select to have it shipped to you or to pick up on campus (and select a specific campus).

13. Next, you will fill out the payment information. When Financial Aid is available, that choice will show and you will be able to click on it. For Financial Aid use, you will need your Panther Card and enter the 14 digit number on the back of the card at the top (also available on your Virtual PantherCard).

14. Once that information is all entered you will click on the “place order” button. You will receive an email from efollett letting you know we have received your order and your order number will be in that email. (ex. 769000039854)

15. When we fulfill your order, you will receive an automatic email stating your order is ready for pickup. If your order is being shipped to you, you do not need to do anything. We will ship it and you will receive a tracking number on the email. If you ordered digital materials, there is no shipping information needed. Your access code will be at the bottom of the email that states your order is ready for pickup.