1. Go to online course search (https://studentcoursesearch.palmbeachstate.edu/Default.aspx)

2. Find the selected course by campus or course number

3. Once you locate your exact course, press “Select” to the left of the course

4. On the next page that opens, click on the “Link to Bookstore” under the “Course Materials” section
5. You will now be taken directly to the bookstore website; you can select the materials and add them to your cart at this point. If you are shopping in person, please note the author of the book as well as title and Edition. The campus bookstores have books arranged by author.

6. If shopping online, you can add to your cart and repeat for each course.

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

8. 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.
9. 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.

10. 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.
11. 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).

12. 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 Panther Card).

13. 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)

14. 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.