



Book Purchasing Instructions

UTTC Bookstore Manager Leah Fox is a great resource for any questions you have with our online book buying process offered through BNC Services.

Leah Fox can be reached at bookstore@uttc.edu or 701-221-1460.

If you need help, please contact the bookstore for step by step assistance.

The bookstore hours are Monday-Friday 8am to 5pm and additional information can be found here <https://uttc.edu/bookstore>

Here is a Step-by-Step Guide for UTTC Students Purchasing Books

1. Check your UTTC Student email to obtain your “Voucher ID”
2. Once received, go to the BNC website by using your browser (<https://bncvirtual.com/uttcbookstore>) or by clicking on the button to purchase books on the Bookstore webpage “ORDER YOUR TEXTBOOKS”

WELCOME UTTC STUDENTS!

Bookstore Manager Leah Fox lfox@uttc.edu 701-221-1460

Book purchases are now available online

ORDER YOUR TEXTBOOKS

3. If using a Voucher ID for purchase, click the “Use It Here” button in the middle of the page



4. Fill in the Student ID & Voucher ID boxes, then click “Access Your Funds” button

Ready to Use Your Voucher?

Paying with your Voucher is easy. Just enter your Student ID and your Voucher ID. You'll be able to review the details on the next page.

A few things to note:

- You will need your Student ID and Voucher ID to log in. If you need your Voucher ID emailed again, [click here](#).
- If your order exceeds your funds, or if certain items aren't covered, you can use a credit card for the balance.
- For questions about your funds, please contact your school.

Fields with an asterisk (*) are required.

Student ID*

Voucher ID*

[Need this emailed again?](#)

[Access Your Funds](#)

5. UTTC Students are able to shop by schedule.

- What this means is that once you input you're Student ID & Voucher ID, your list of courses and textbook options should automatically pop up (including your guaranteed buyback price).
- If it doesn't automatically pop up, manually enter your courses in the “Your Course ID” in the “Getting Started” page.

6. Once entered, the page will show which materials are required for your courses.

7. Choose which book options you would prefer, and add them to you cart.

8. Once you have finished and have created your account, you have two options of where you would like your books to be sent.

- If you would like to pick them up at the Campus Bookstore, use the college address: 3315 University Dr. ATTN BKST, Bismarck ND 58504.
 - If choosing this option, make sure to enter a valid phone number so we can contact you when your package arrives.
- If you prefer to have them delivered to your door, provide your **physical address**. The delivery will be made by UPS.
 - Note- books will not be delivered to PO Boxes

9. **FREE SHIPPING is from August 9th -September 5th**. Any shipping charges before or after these dates will be deducted from your voucher or paid out of pocket.