#### **TO PURCHASE YOUR MATERIALS\*\*\*** ED FOR YOUR CLASSES AND HAVE YOUR COURSE SCHEDULE AVAILABLE IN

### - United Tribes Technical C 🗙 🛛 🕂 i uttc.edu

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STEP #1: Go UTTC's homepage at uttc.edu

STEP # 2: Scroll to "Student Life".

**STEP #3:** Select "Bookstore" from the Student Resources drop down.



Academics Admissions Tuition and Aid Student Life About UTTC Donate

Bookstore United Tubes Exclinence Conserve Bookstore #10

### Contact

Angela Heck UTTC Bookstore Manager Email: aheck@uttc.edu Phone: 701.221.1461

### Welcome UTTC Students!

Bookstore Manager Angela Heck aheck@uttc.edu

Book purchases are now available online

PLEASE NOTE THAT ONLINE ORDERING FOR

FALL SEMESTER 2023 WILL OPEN ON 7/17/2023



Laptops, school supplies, and backpacks are available for purchase through the UTTC Bookstore. Self-pay students will need to check with Financial Aid prior to purchase.

Items can be charged to your UTTC Student Account.

#### CAMPUS LIFE

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Campus Housing Campus Dining Student Clubs

#### STUDENT SERVICES

Career Services Student Complaint Title IX Diversity, Equity & Censorship Helpdesk Tutoring Services

STEP #4: Select "Order Your Textbooks".



Log In to Your Account

🗏 Menu 🛛 🛧 Student Financial Aid 🛛 📜 Cart

Do you want to use your Student Financial Aid? Use It Here

# You're in the right place to get the right books and get right to work.

Getting your course materials is quick, easy, and worry-free. Your online bookstore and content connection in one, we make using your Student Financial Aid a snap too.

#### Let's Get Started

# FOR <u>NEW</u> AND <u>RETURNING</u> STUDENTS:

**STEP #5:** Select "Log In to Your Account".

← → C 🔒 bncvirtual.com/vb\_home.php?account\_action=login&FVCUSNO=10396



Log In to Your Account

### Welcome to your online bookstore!

We have all the course materials you need for your classes this term. Using your Student Financial Aid is a snap, too. Let's get you logged in.

Do you want to use your St	tudent Financial Aid? Use It Here
Existing Customers Great to see you again. Log III below. Fields with an asterisk (*) are required.	New Customers It's easy to create an account. Let's get started. Fields with an asterisk (*) are required.
Email Address*	First Name* Last Name*
Password* ** Forgot Password?	Email Address*
Remember your email address.	Password* (a minimum of 7 characters, must contain at least 1 upper case letter, 1 lower case letter and 1 special character)
⊙ Log in Now	Confirm Password*
	I have read and accept the Privacy Policy & Terms of Service.

STEP #6: If you are a NEW Student, select "New Customers".

If you are a **RETURNING** Student and have previously ordered books from the Virtual Bookstore, select "Existing Customers".

\*When creating an account, **<u>YOU MUST USE YOUR STUDENT EMAIL ADDRESS</u>**.

\*\*If you have an account, but forgot your Password, click "Forgot Password?" and reset it to access your account.

Remember to save this information somewhere for future semesters, as you will order ALL MATERIALS using this process each semester.

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United Tribes* Technical College		
Log In to Your Account	E Menu Student Financial Aid Cart	
Your Digital Content Order Your Materials Sel	Your Textbooks Student Offers Help & Contact Us	
We have all the course materials you need for your classes this term	. Using your Student Financial Aid is a snap, too. Let's get you logged in.	
Do you want to use your Stud	ent Financial Aid? Use It Here	
Existing Customers Great to see you again. Log in below. Fields with an asterisk (*) are required.	New Customers It's easy to create an account. Let's get started. Fields with an asterisk (*) are required.	
Email Address*	First Name* Last Name*	
Password* Forgot Password?	Email Address*	
Remember your email address.	Password* (a minimum of 7 characters, must contain at least 1 upper case letter, 1 lower case letter and 1 special character)	
⊙ Log in Now		
	Confirm Password*	

**STEP #6:** After logging in/creating your account, click on **"Menu"** on the upper right, then select **"Order Your Materials"**.

I have read and accept the Privacy Policy & Terms of Service.



**STEP #7:** Ensure you are in the correct Term (Fall 2023) on the left, then begin ordering your materials by entering "Your Course ID".

Your Course ID is the 3-letter, 3-digit code that signifies the course you are enrolled in. You can find this on your class schedule.

For example:		Professor	Days	Beg Date Beg Time	End Date End Tim	ne Loc /	Bldg / Roo	om Status	Credits
	Course: BAD 201 OL Course: BUS 130 OL	Principles of Marketing Jessica Loqan Tribal Government Mark R Turner		05/15/2023 02:00 AM 05/15/2023 00:00 AM	07/06/2023 08:00 AN 07/06/2023 00:00 AN	1 ON 1 ON		History History	3.00 3.00

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	Un Tech	ITTED TRIBES* NICAL COLLEGE			
	Hello,	Your Account • Log Out		≡ Menu 🔺 Student Financial Aid 🛛 🧮 Cart	
		D	o you want to use your Student F	nancial Aid? Use It Here	
		We've mad	Getting de it really easy to get you	Started course materials. Let's get started.	
	0	Fall 2023 Starts between: 08/22/2023 - 09/05/2023		BAD 201 OL PRINCIPLES OF MARKETING Course duct encrosed (2011/2023	
	0	Fall 2023 Starts between: 08/22/2023 - 09/05/2023	О иттс	BUS 130 A TRIBAL GOVERNMENT Course start: 08/22/2023 - 12/11/2023	
	Œ	Add Another Course		View Your Materials	

**STEP 7# CONT'D:** After you add your first course, select **"Add Another Course"** and add your next course. Once you have completed adding your entire course list, select **"View Your Materials"**.

← → C 🛑 bncvirtual.com/vb\_buy2.php?ACTION=chooseAdoptions&CSID=2DBJWWWCB3OUSMUUUAC2TASOB

## **Your Materials**

We've made it easy to get your course materials for each class. Just review and select below.



**STEP #8:** The materials your instructor **requires** for each of your courses will appear here. It is your choice to purchase anything listed as **"Optional"** but the **"Required"** materials are necessary to complete the course. If more than one option is available like the above **"Used Print"** and **"New Print"** you must select the preferred option and **"Add Selected to Cart"**.

# Your Materials

We've made it easy to get your course materials for each class. Just review and select below.



STEP #9: Once you have added all of the selected materials to your cart, "Proceed to Checkout".

		2. omppling method		4. Review &	Submit Your Orde
Your Shipping Ad	Idress Are y J ship	pping to a APO/FPO		You're saving \$	\$7.50 today!
Fields with an asterisk (*) are require	id.			Your Order	
First Name*		Last Name*		Tour Order	View Ca
				2 BNC items	\$222.5
Address 1*				Shipping	TBC
				Tax	TBC
Address 2				Total	\$222.5
				Total	\$222.5
Address 3				Shipping and tax, if applic calculated in checkout. Sh	able, will be hipping fees do not
Citut	Statet		7in/Postal*	apply to digital content. Ac will be emailed to you.	ccess code products
City	State	~	2 ip/r Ostal*		
Country*		Phone Number*	Example: XXX-XXX-XXXX		
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				Just return your books	s in good condition
				by 12/25/2023	Ŭ.
Billing Address				Buyback terms and cond	itions apply
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Fields with an asterisk (*) are require First Name* Address 1* Address 2 Address 3 City* Country*	d. State*	Last Name*	Zip/Postal*		

STEP #10: Fill in the required billing and shipping information. Then, "Choose Your Shipping Method".

	1. Shipping & Billing Address	2	. Shipping Method	3. Payment Options	4. Review &	Submit Your Order
Your	Shipping Method				You're saving \$	7.50 today!
All iten	ns will be shipped to this addres	s:		Edit Shipping Address	Your Order	View Cart
Select yo	our shipping option below.				2 BNC items Shipping Tax BNC Subtotal	\$222.50 TBD TBD <b>\$222.50</b>
ITEM			ISBN	PRICE	Order Total	\$222.50
American I	ndian Tribal Governments 1989, by O'Br	ien, Sharon	978-0-8061-2564-0	\$22.50	Total	\$222.50
Vote: your	eContent items are included in the total, but 6 Ground 6 2nd Day Air 6 Next Day Air	t no physical media \$25.28 \$49.00 \$121.77	a will be shipped. Est. Arrival: Tue, Jul 18, 2023 Est. Arrival: Mon, Jul 17, 2023 Est. Arrival: Fri, Jul 14, 2023		Tax, if applicable, will be c page.Shipping fees do not content. Access code prod to you.	alculated on the next apply to digital lucts will be emailed
	6 Mail Inn Exp(BPM)	\$6.17 \$17.40	Est. Arrival: not available		Get <b>\$13.5</b>	)
** We highl longer trans zones. We	y recommend ordering early for time-sensiti sit times. Estimated delivery dates are gene appreciate your understanding.	ive orders. Our car rally accurate but	riers are experiencing extremely high shippin not guaranteed. Arrival dates are estimations	g volumes that may result in based on UPS delivery	at the end of the t Guaranteed Buyb	erm with back!

\*Free Shipping is available until August 13<sup>th</sup>. Please keep in mind the arrival dates and plan accordingly to receive your course materials in time.



Just return your books in good condition

Buyback terms and conditions apply

by 12/25/2023

**STEP #11:** Choose your preferred shipping option and **"Select Payment Option"**.

1. Shipping & Billing Address	2. Shipping Method	3. Payment Options	4. Review & 5	Submit Your Order
	Student Financial Aid		You're saving \$	7.50 today!
Fields with an asterisk (*) are required. Cardholder Name*	Card Number*		Your Order	View Cart
Cardholder Name	**** **** ****		2 BNC items Shipping	\$222.50 \$17.40
Expiration Date*	Security Code*	What's This?	Tax BNC Subtotal	\$0.00 <b>\$239.90</b>
	Save thi	is card. (Security code will not be saved)	Order Total Total	\$239.90 <b>\$239.90</b>
Card types accepted: Visa, MasterCard, American Express	, Diner's Club International, Discover, China Union	Pay, JCB.		
Billing Address:		Edit Billing Address	Get <b>\$13.50</b>	)
Billing address must match address on your credit card/ba	nk account.		at the end of the te Guaranteed Buyb	erm with ack!
	$( \mathbf{i} )$	Review Your Order	Just return your books by 12/25/2023	in good condition
			Buyback terms and condit	ions apply

<u>STEP #12:</u> If you have chosen a "**RENTAL**" **NEW** <u>OR</u> **USED** option for any of your course materials or if it is the only option available for your "**Required**" materials, you must add a credit or debit card to this section in order to secure the rental. This is the company's way of ensuring you return the book in good condition and by the required return date (*which you will receive an email reminder about as the semester nears its end*).

	1. Shipping & Billing	Address	2. Shipping Method	3. Payment Options	4. Review & S	Submit Your Order
$\bigcirc$		PayPat	Student Financial Aid		You're saving \$	7.50 today!
		Just enter y Fields v	our Student ID and Voucher ID.		Your Order	View Cart
	Student ID*				2 BNC items	\$222.50
					Shipping	\$17.40
					Тах	\$0.00
	Voucher ID*		Need this emailed again?		BNC Subtotal	\$239.90
					Order Total	\$239.90
					Total	\$239.90
		C		>		

STEP #12 CONT'D: If you will be receiving Student Financial Aid, you may use your funds to pay for your purchase, (*if it is a rental, you will still need to secure it with a credit or debit card*). You will receive an email (*usually within 48 hours after we are sent your student information and Financial Aid status*) with your **"Student Financial Aid Voucher ID"** to access your funds for your book purchase. If you register for classes after the 7/17/23 Virtual Bookstore opening, be patient and check your email for your Voucher ID. \*If you are a Self-pay Student, you will need to exclusively use the credit card or PayPal option. Your Student Financial Aid only covers **"Required"** materials.

Enter your Student ID and Voucher ID and select **"Access Your Funds".** You will see the amount your voucher will cover and if any, the remaining amount owed. Then to complete your purchase, click **"Submit"**. You will receive an email confirmation of your order and later, an email with your tracking information.

<sup>\*</sup>For assistance, if you are unable to reach us at the Bookstore (701-221-1460), please call BNC Customer service at 1-800-325-3252.