UNITED TRIBES TECHNICAL COLLEGE

# Book Purchasing Instructions

**UTTC Bookstore Staff are a great resource for any questions you have with our online book buying process offered through BNC Services.**

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

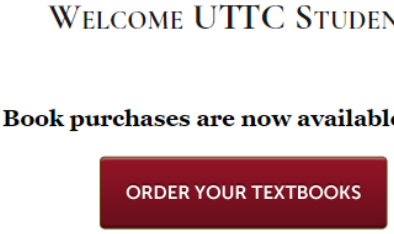
If you need help, please contact the bookstore for step by step assistance.

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

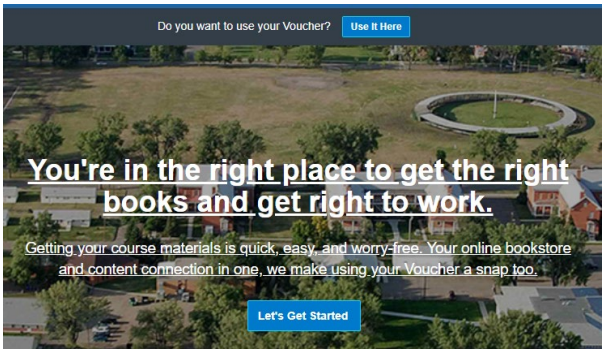
## Here is a Step-by-Step Guide for UTTC Students Purchasing Books

1. **Check your UTTC Student email to obtain your "Voucher ID". If you have not been issued a student email address yet, this will need to be completed before your Student Financial Aid Voucher can be created.**

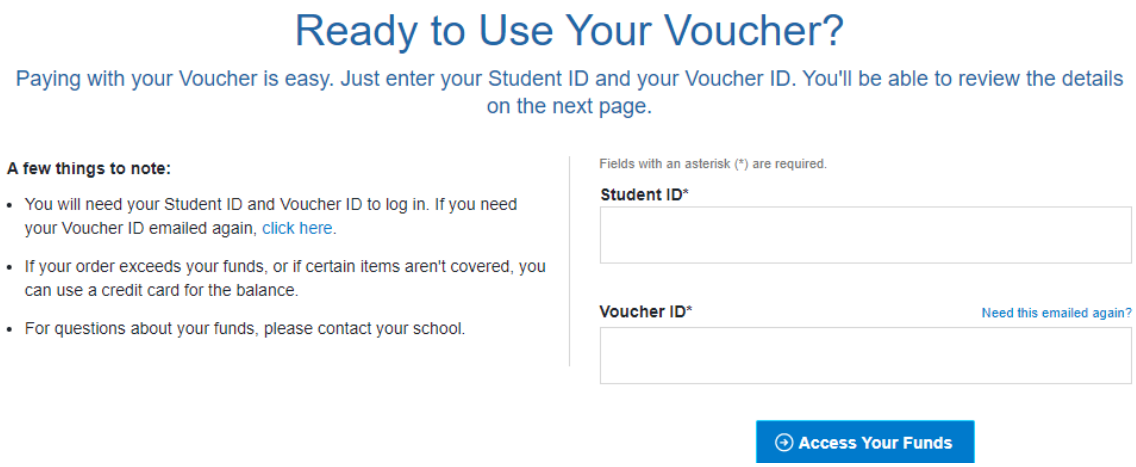
2. **Once received, go to the BNC website by using your browser (https://bncvirtual.com/uttcbookstore) or by clicking on the button to purchase books on the Bookstore webpage "ORDER YOUR TEXTBOOKS"**




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**




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 for 4 weeks.** Any shipping charges before or after the dates provided in the Virtual Bookstore will be deducted from your voucher or have to be paid out of pocket.