

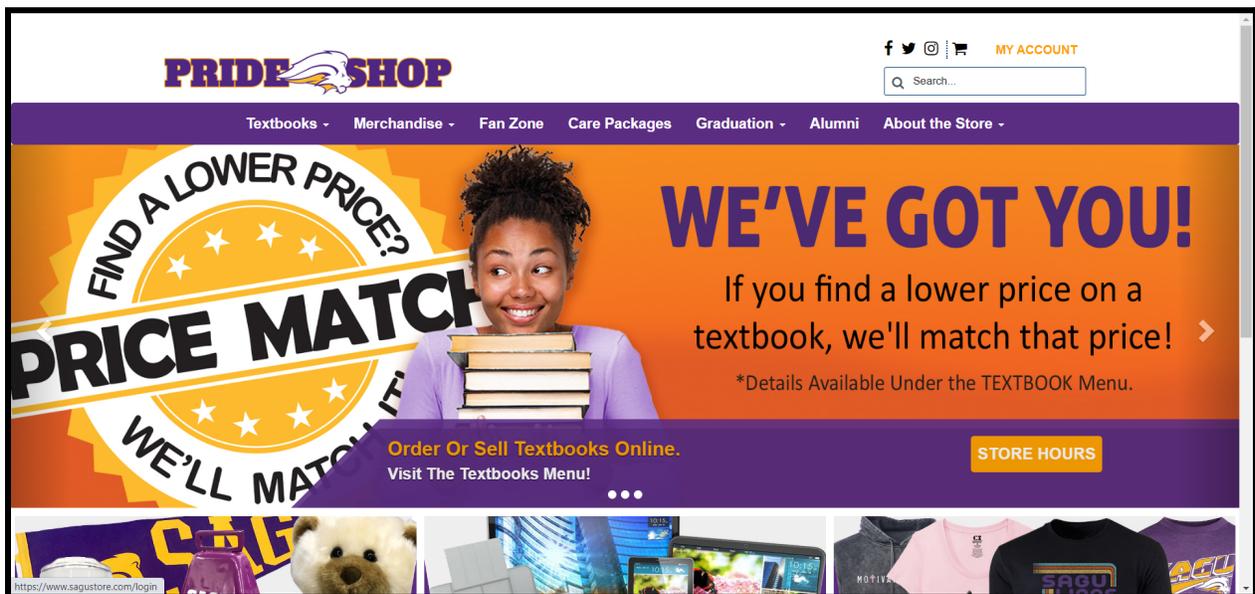
Textbook & Bookstore Instructions

Order Textbooks:

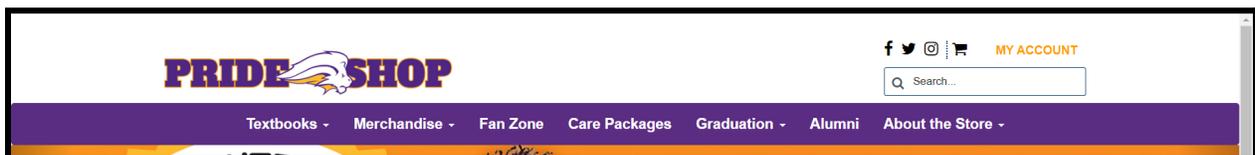
***Before ordering your books, please note:

- If you plan to pay for your textbooks using your bookstore voucher, then you can only order textbooks after you have approved your student bill.
- If you plan to pay for your textbooks out of pocket, you can do so at any time.
- It is always best to order your textbooks BEFORE the semester begins.
- We recommend that you ship your books to campus, even if it's summertime. This ensures that your books don't arrive at your home after you've moved onto campus.

1. Go to www.sagustore.com



2. **If this is your first time ordering books,** you need to first make a bookstore account. To do this, click on “Account” → “Register Here” → and “Create a Profile for Browsing and Shopping.” (If you already have a bookstore account, skip to step 6.)



Log In

Email Address: *

Password

[Forgot Your Password?](#)
[Register Here](#)

IMPORTANT!

You **MUST** create an account if you are **purchasing digital content** in order to access it.



[f](#) [t](#) [@](#) [🛒](#) [MY ACCOUNT](#)

[Textbooks -](#) [Merchandise -](#) [Fan Zone](#) [Care Packages](#) [Graduation -](#) [Alumni](#) [About the Store -](#)

[Help](#)

Select Registration Type

Registration Options

Make a Selection:

[Create profile for Browsing and Shopping](#)

[Create profile for Adopting Course Materials](#)

3. Complete all the required fields to create your account.
 - a. Write down your email address and password somewhere so you don't forget it.



[f](#) [t](#) [@](#) [🛒](#) [MY ACCOUNT](#)

[Textbooks -](#) [Merchandise -](#) [Fan Zone](#) [Care Packages](#) [Graduation -](#) [Alumni](#) [About the Store -](#)

Customer Registration

* = Required

Username / Password

Email Address *

Confirm Email Address *

Password *

Confirm Password *

Challenge Question

This security question will be used to verify who you are in the event you forget your user password. Please select one security question from the choices available and enter an answer in the box provided.

Challenge Question:

Challenge Answer:

Please Select *

4. Complete all the required fields to create your account.
 - a. For **billing address**, choose the address associated with a credit/debit card you plan to use as a backup payment method.
 - b. For **shipping address**, choose “no” for residential address. Then input the school's address:
 - i. SAGU American Indian College 10020 N. 15th Avenue Phoenix, AZ 85021. Add your name in the name box.

Billing Address

*Residential Address? Yes No

First Name * | Mi | City *

Last Name * | Please Choose State

Business Name | Zip/Postal * | Zip + 4

Address Line 1 * | United States

Address Line 2 | Phone Number *

Use Billing Address as Shipping Address?

Shipping Address

*Residential Address? Yes No

First Name * | Mi | City *

Last Name * | Please Choose State

Business Name | Zip/Postal * | Zip + 4

Address Line 1 * | United States

Address Line 2 | Phone Number *

5. Complete the required fields to create your account.
 - a. For **graduation year**, choose the year you plan to graduate from SAGU AIC. It's okay if this is just a guess.
 - b. For **customer type**, choose student.

Additional Information

Confirm Phone Number * | Graduation Year

Valid 10 digit phone number required. This will be your Rental Account Number if your order contains any rented textbooks. Example: 2018

Degree Goal:

Not Applicable | Other

Birthday:

Select a month | Select a day

*We will email you a special \$\$ off coupon the month of your birthday.

Select Customer Type

Please Select

Email Opt In/Out

I want to receive emails particular to my school.

SMS Opt In/Out

I want to receive SMS notifications.

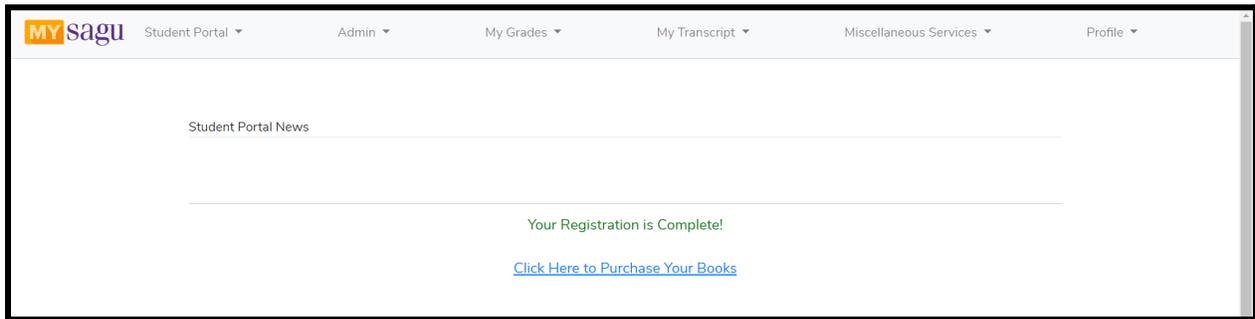
Please enter your cell number and opt-in to receive notices about your orders, rental reminders and buyback notices.

Cell Phone Number Ex. 1235551234

Submit Profile

6. In a new tab, log into your MySAGU account (www.my.sagu.edu) using your Lionmail/Blackboard credentials. If you've already registered and approved your bill, you'll see a button that says "Click Here to Purchase Books." Click on that button. It will take you to the bookstore.

- a. **Note:** If you don't see this button and you want to pay with your student bookstore voucher, then you need to complete whatever registration step is next before moving forward with buying your textbooks.
- b. **Note:** If you don't see this button, but you want to pay with your own money, access the bookstore through www.sagustore.com → Textbooks → Order Textbooks.

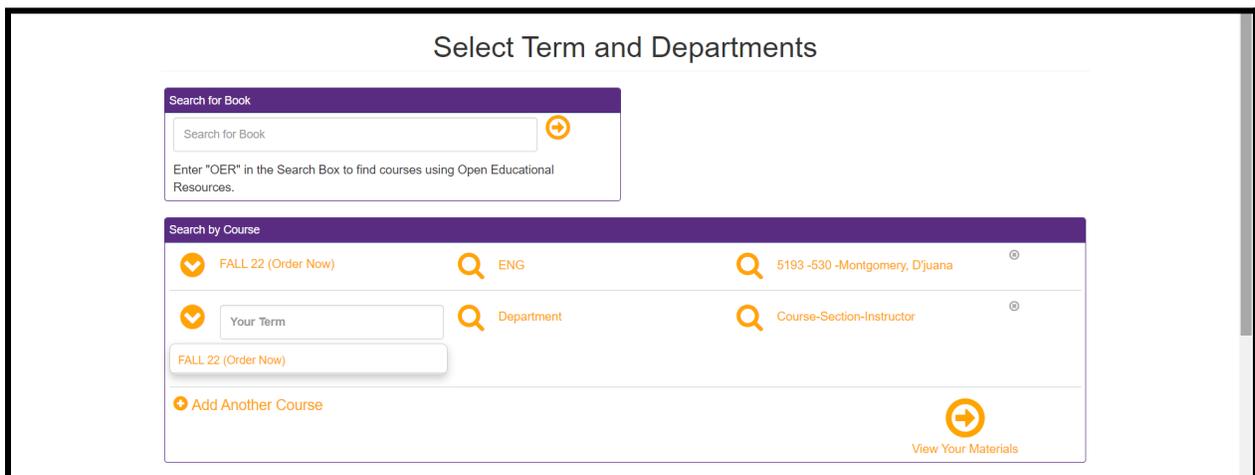


7. Back in the SAGU portal, open your course schedule.

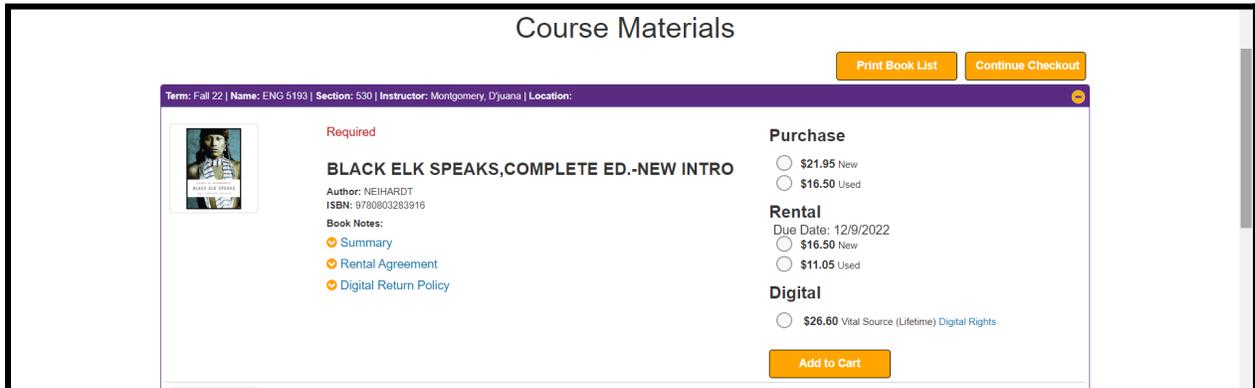
The screenshot displays the 'Student Schedule' page. It features a table with the following data:

Dept	Crs ID	Type	Section	Course Name	Instructor	Days	Room	Time	Date	Credits
ENG	5193	L	530	SPECIAL TOPICS IN ENGLISH: NATIVE AMERICAN LITERATURE	Montgomery, Djuana	NA	-	00:00 AM - 00:00 AM	Weekly	3

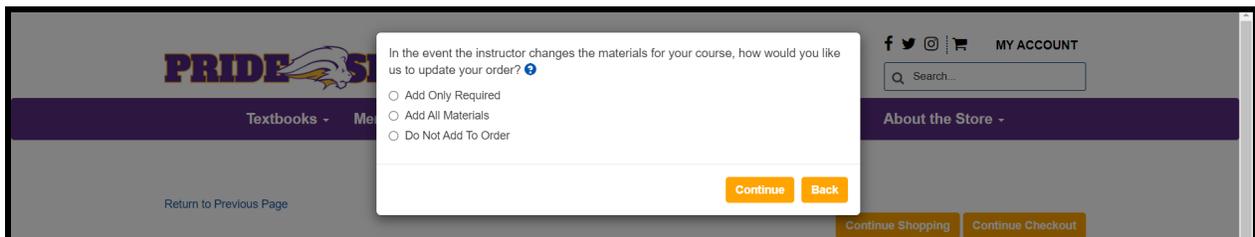
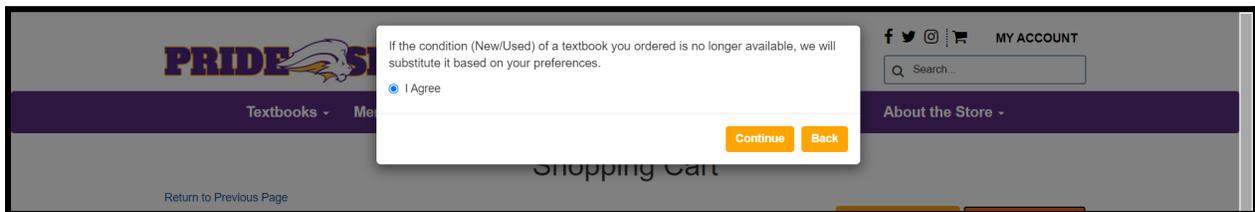
8. Using your course schedule, input your classes into the textbook screen. Then click "View Your Materials."

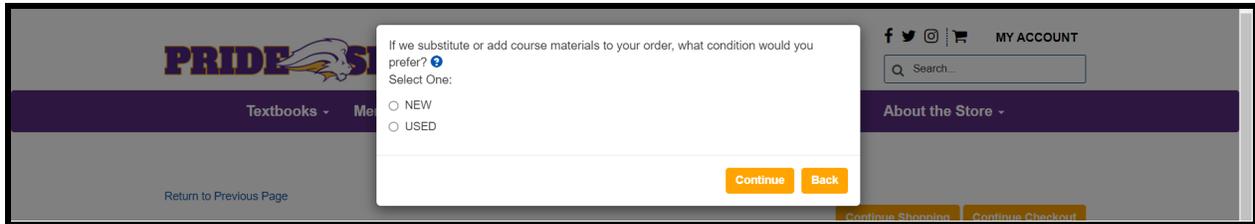


9. Your textbooks will be listed by class. Go through each textbook one by one and decide which format you want. Most will either be a purchase (new/used), a rental (new/used), or a digital code. For each textbook, after you make your format choice, click “Add to Cart.”
- Note:** Rentals must be returned by the last day of the semester to avoid overdue charges. If you choose to purchase a rental with your student bill, you still must provide a backup credit/debit card in case you fail to return your rental.

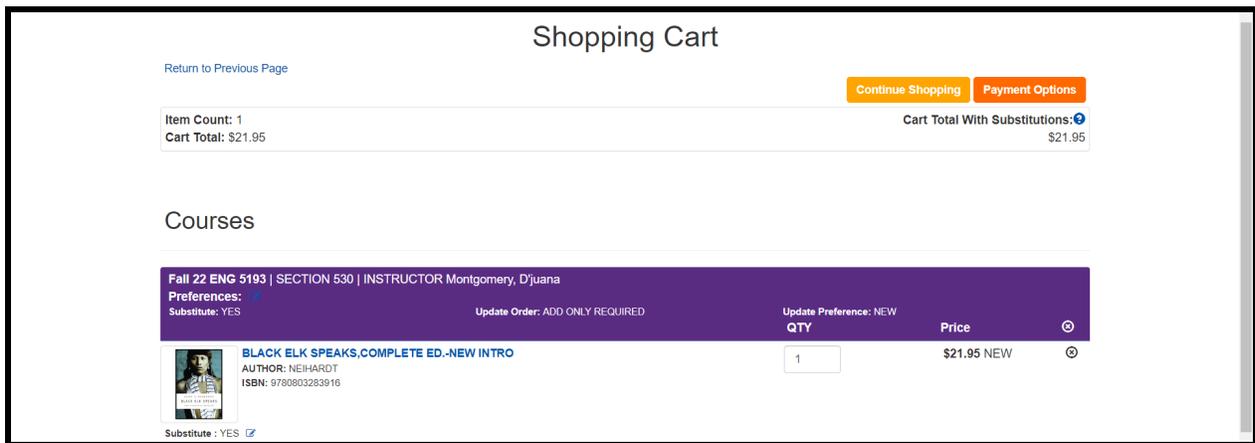


10. Once you’ve chosen a format for each book and added each to your cart, scroll to the top and click on “Continue Checkout.”
- Based on the formats you chose for each book, you may get various warnings for your cart. See below for an example of those. Make choices for each warning that appears.

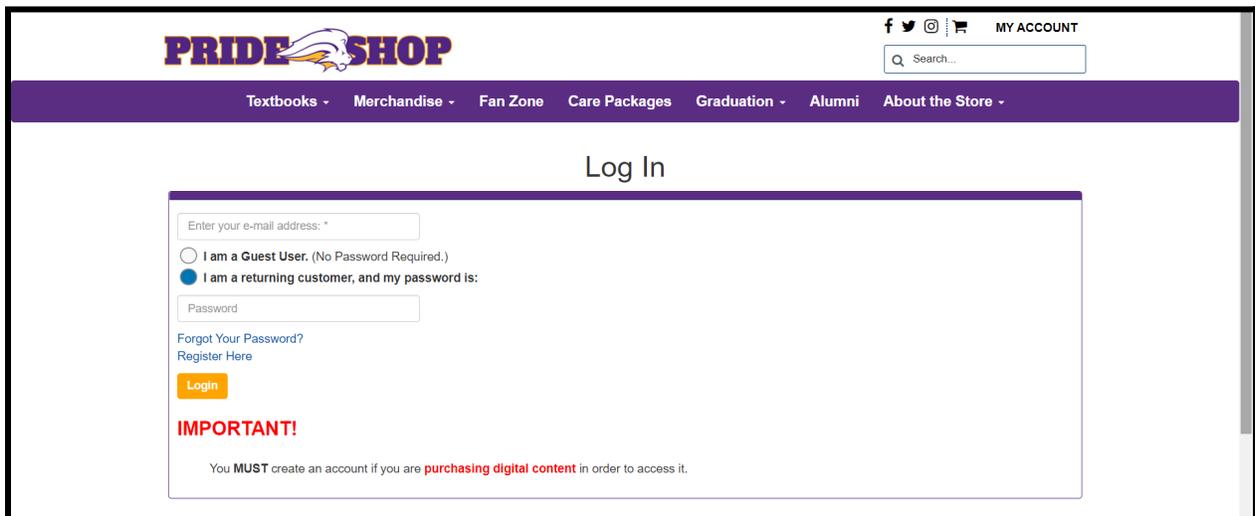




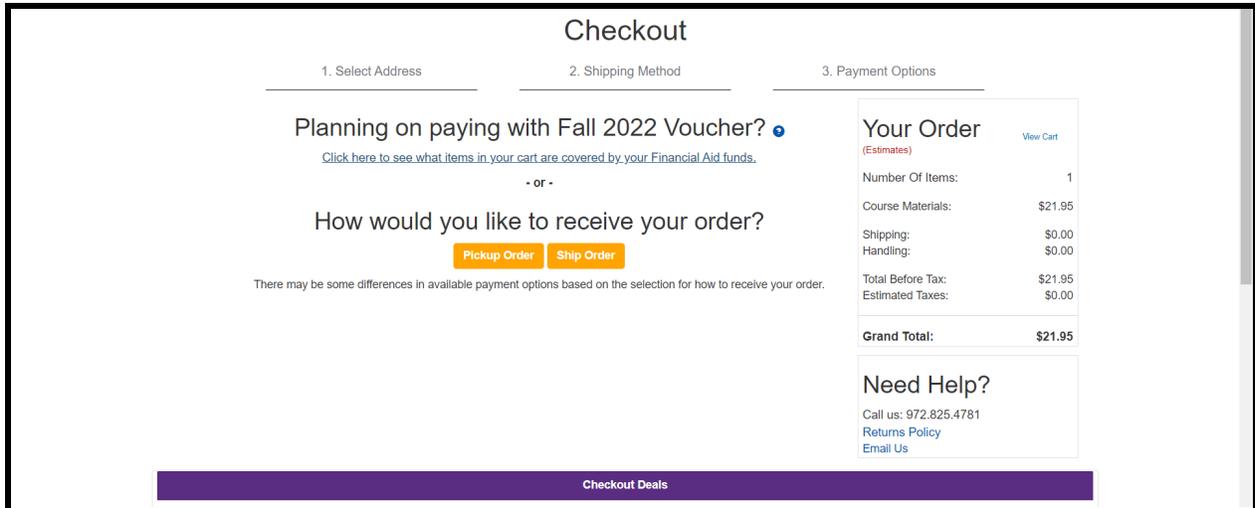
11. After you've gone through the warnings, review your shopping cart and click "Payment Options."



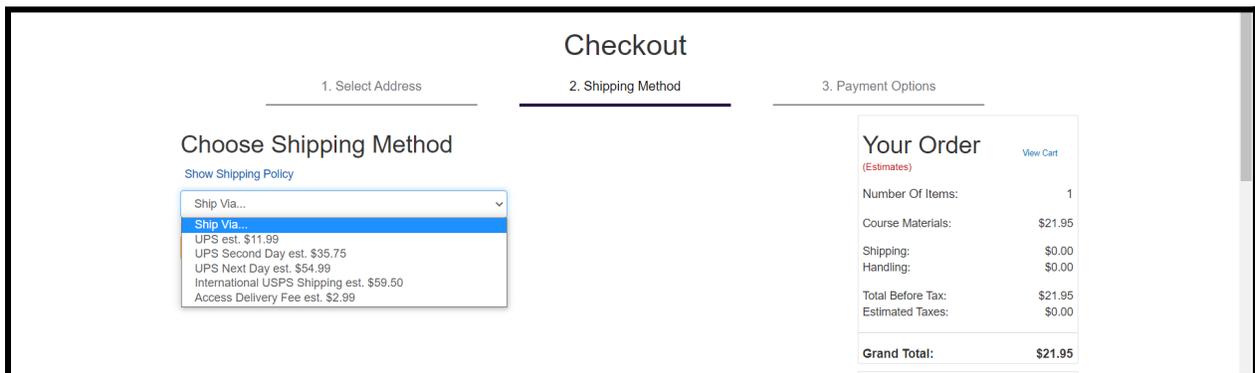
12. If you aren't logged into your bookstore account, it will ask you to do so.



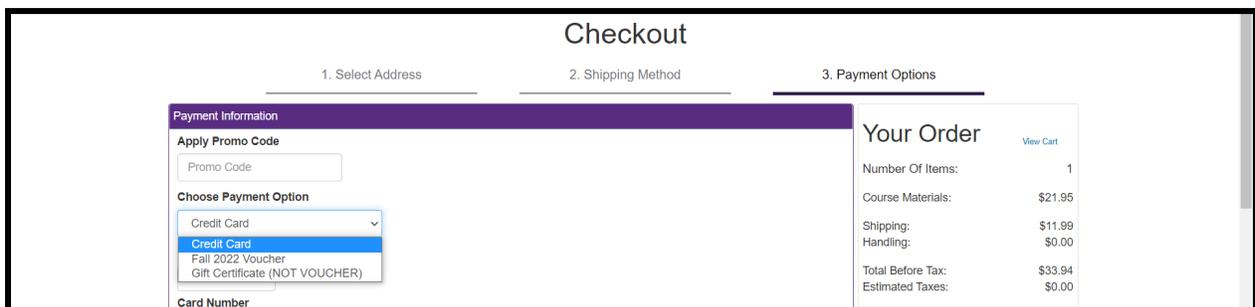
13. Click on "Ship Order." Make sure that the billing and shipping addresses are correct.



14. Choose the shipping method.



15. Choose the payment method. **Under the payment option, choose either credit card, bookstore voucher, or gift certificate.**



16. If you choose bookstore voucher, the screen will refresh and ask you to input your financial aid account number.

- a. That is 12300 followed by your 11 digit Student ID #. If you don't know what that is, find it in your student portal.
- b. For example, the finished number will look something like: 1230020000098765
- c. Make sure you check the box to authorize your financial aid to pay for your books.

The screenshot shows a payment interface with two main sections: 'Payment Information' and 'Your Order'.

Payment Information:

- Apply Promo Code:** A text input field for a promo code.
- Choose Payment Option:** A dropdown menu currently set to 'Fall 2022 Voucher'.
- Financial Aid Account Number:** A text input field with the instruction 'Enter 12300 + 11 digit Student ID #'. Below it, a red note states: 'Enter 12300 followed by your 11-digit Student ID # in the box above. The ID # must total 16 digits for your payment to be processed.' Below this is explanatory text about viewing the Student ID # on MysAGU and a checkbox for authorizing the use of available Student Financial Aid.
- A link at the bottom: 'Click here to see what items in your cart are covered by your Financial Aid funds.'

Your Order:

- Number Of Items: 1
- Course Materials: \$21.95
- Shipping: \$11.99
- Handling: \$0.00
- Total Before Tax: \$33.94
- Estimated Taxes: \$0.00
- Grand Total: \$33.94**
- A yellow 'Submit Payment' button.

Need Help?:

- Call us: 972.825.4781
- [Returns Policy](#)
- [Email Us](#)

17. Even if you choose to use your voucher, the bookstore requires a backup payment method. Choose the type of credit/debit card and input the card information.
 - a. Your **backup** payment method will only be charged if you fail to return your rental books by the last day of the semester or if you order more than \$500 of books from the bookstore.
 - b. Your billing address in your account needs to match the billing address on the card you use. If you or your family does not have access to a debit or credit card, see Karen Town or Keilah Coverstone.

The screenshot shows a 'Backup Payment Method' form. At the top, a note reads: 'The Backup payment method is used only when the order total is not completely covered by your SFA Funds.'

Backup Payment Method:

- Backup Payment Method:** A dropdown menu set to 'Credit Card'.
- Card Type:** A dropdown menu set to 'VISA'.
- Card Number:** A text input field.
- Name on Card:** A text input field.
- Expiration Date:** Two dropdown menus for 'Month' and 'Year'.
- Card CVV:** A text input field.
- Order Comments:** A large text area for additional information.

18. If you want to pay with your credit/debit card, input that in the first payment option.
- Your billing address in your account needs to match the billing address on the card you use.

Checkout

1. Select Address 2. Shipping Method 3. Payment Options

Payment Information

Apply Promo Code
Promo Code

Choose Payment Option
Credit Card

Card Type
VISA

Card Number

Name on Card

Expiration Date
Month Year

Card CVV

Order Comments

Your Order [View Cart](#)

Number Of Items: 1

Course Materials: \$21.95

Shipping: \$11.99

Handling: \$0.00

Total Before Tax: \$33.94

Estimated Taxes: \$0.00

Grand Total: \$33.94

[Submit Payment](#)

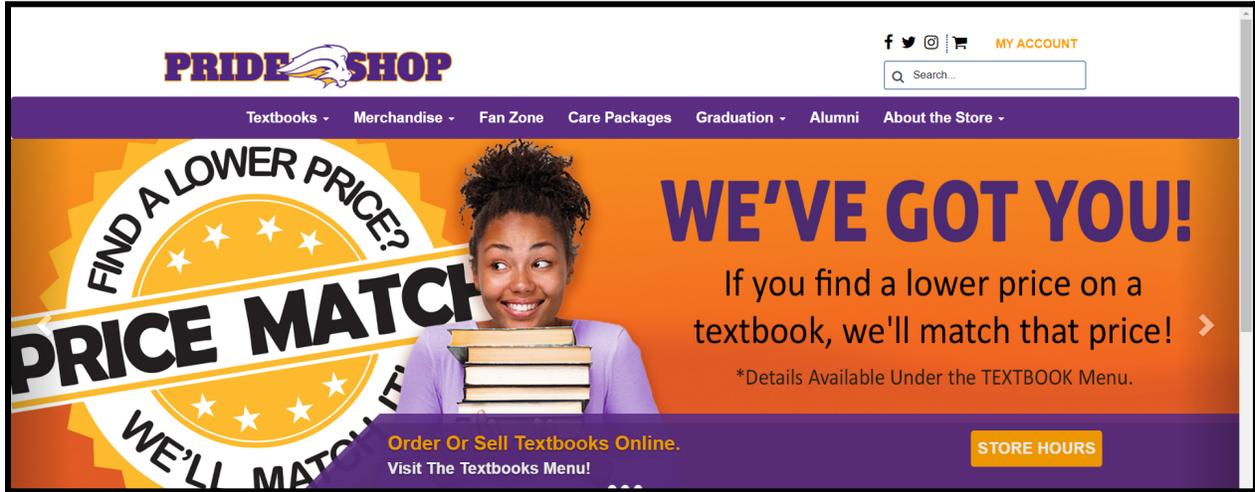
Need Help?

Call us: 972.825.4781
[Returns Policy](#)
[Email Us](#)

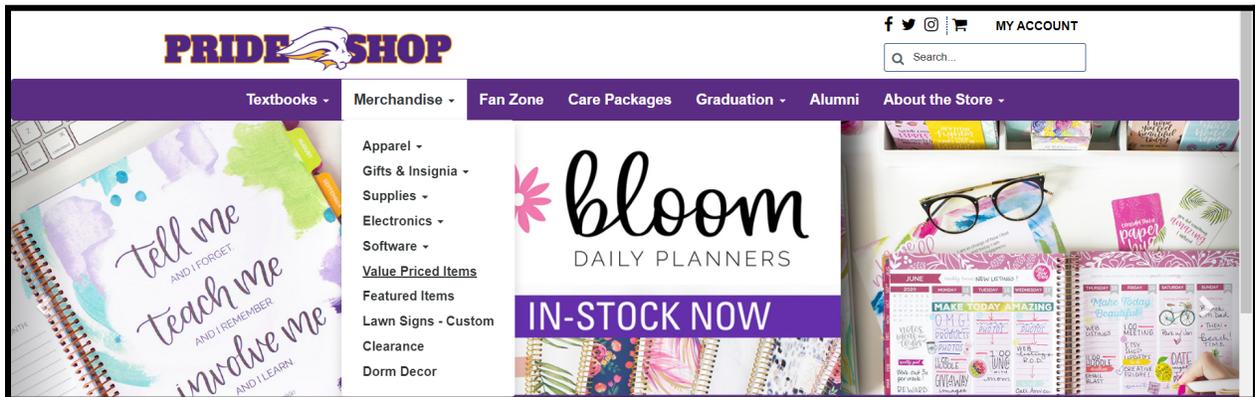
19. Double-check that everything is correct and then submit your order.
20. You can print out your receipt or review the transaction in your email.
21. When your books arrive to campus, you will be notified through email where to pick up your books.
22. With any questions, contact:
- Karen Town, Campus Bookstore Coordinator, ktown@sagu.edu, 602-944-3335 ext. 245
 - Keilah Coverstone, Campus Librarian, kcoverstone@sagu.edu, 602-944-3335 ext. 217 or 252

Return Rental Textbooks

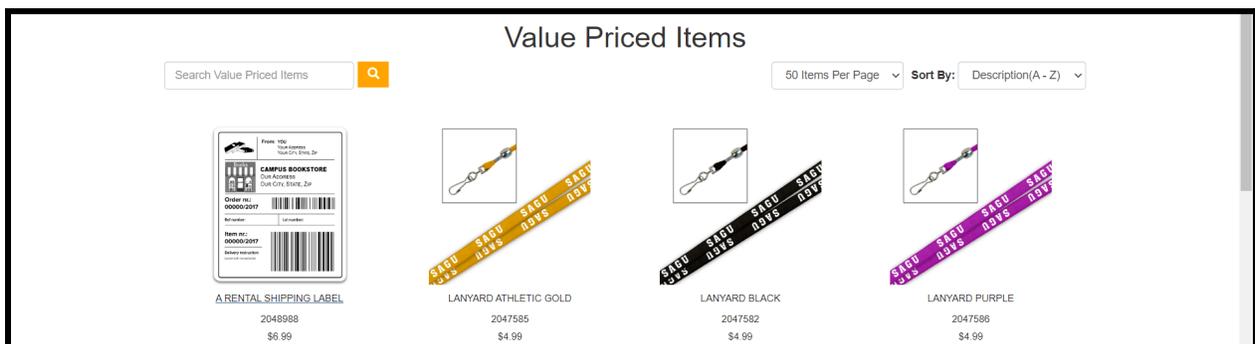
1. Go to www.sagustore.com



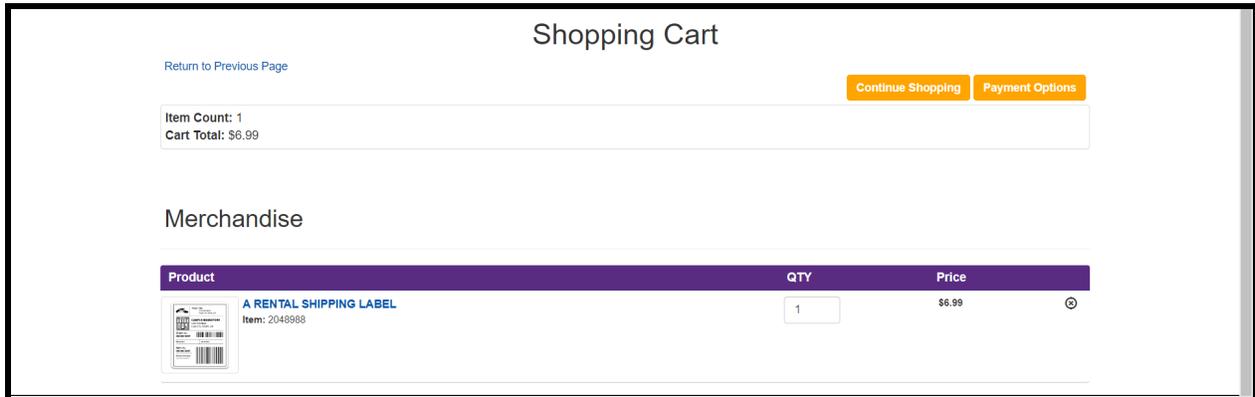
2. Click on the merchandise tab → Value-Priced Items.



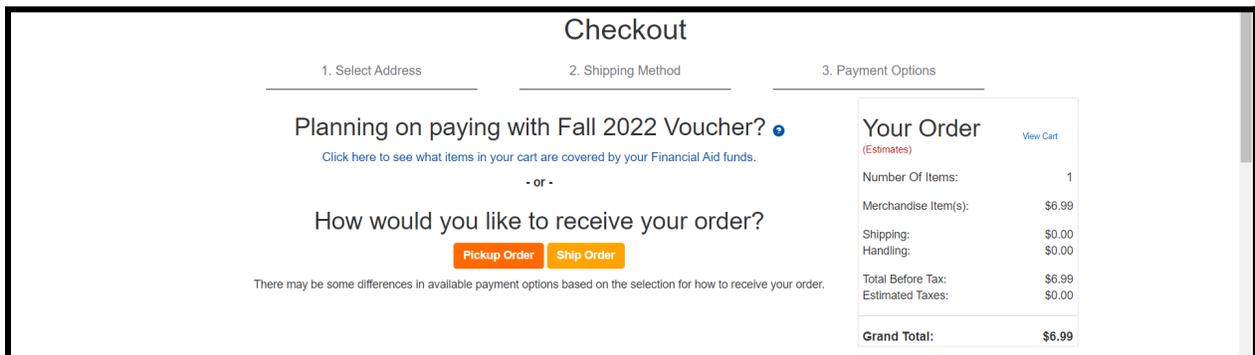
3. Click the rental shipping label item.



4. Add the shipping label to your cart.



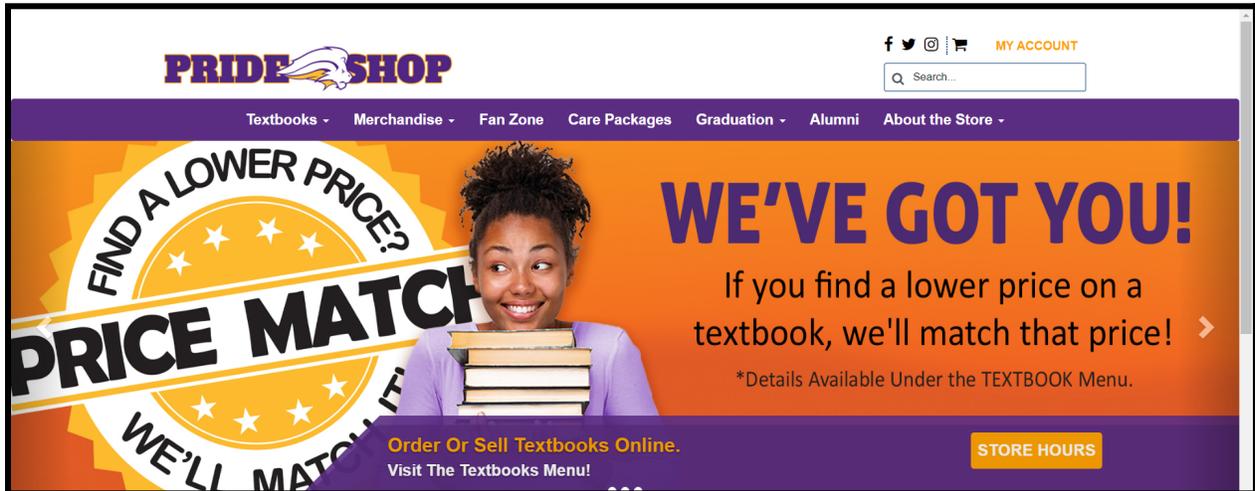
5. Choose **pickup** as your option, not shipping.



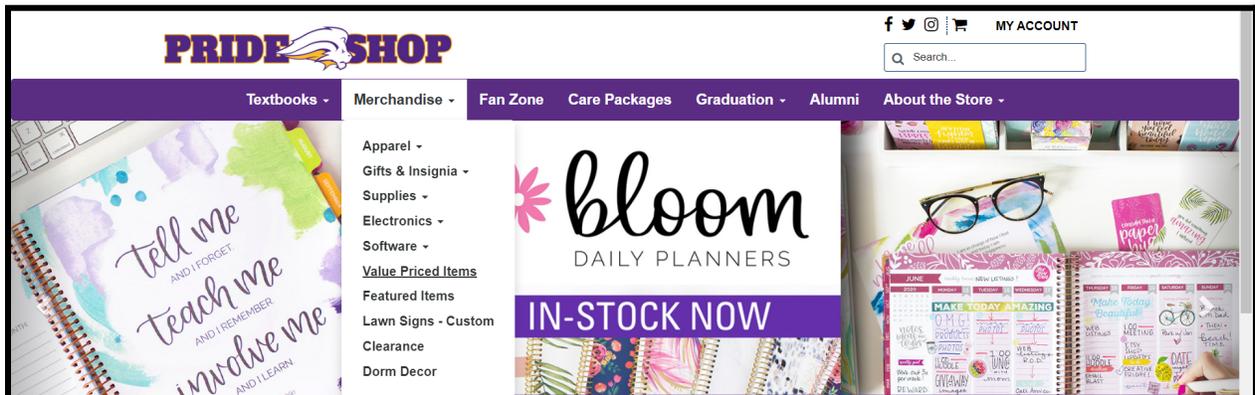
6. After completing the transaction, the shipping label will be emailed to you.
7. Get your own box and put your rental books, name, lionmail, and student ID number inside. Write a note that says these are your rentals and add that too.
8. Place the shipping label on the outside of the box.
9. Take the box to the post office and mail it. You are responsible for any shipping costs.
10. With any questions, contact:
 - a. Karen Town, Campus Bookstore Coordinator, ktown@sagu.edu, 602-944-3335 ext. 245
 - b. Keilah Coverstone, Campus Librarian, kcoverstone@sagu.edu, 602-944-3335 ext. 217 or 252

Sell Your Textbooks

1. Go to www.sagustore.com



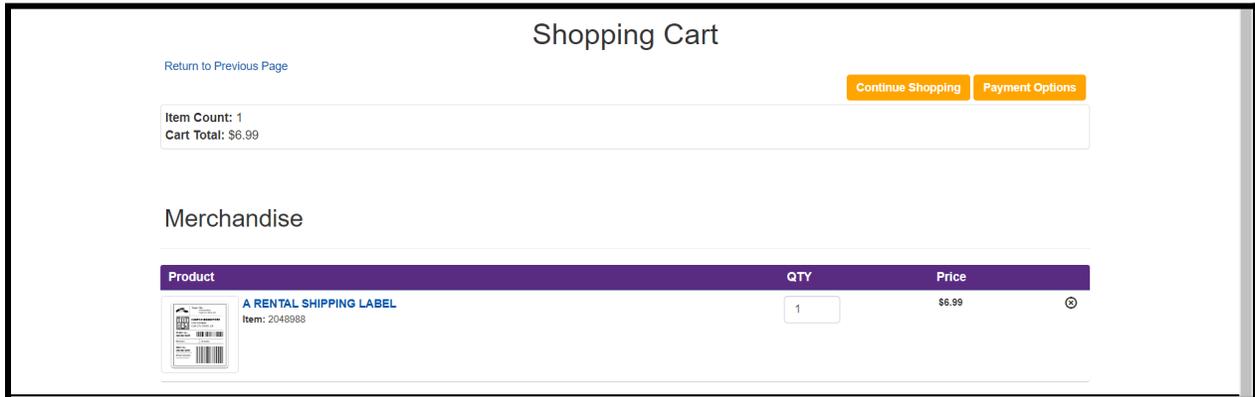
2. Click on the merchandise tab → Value-Priced Items.



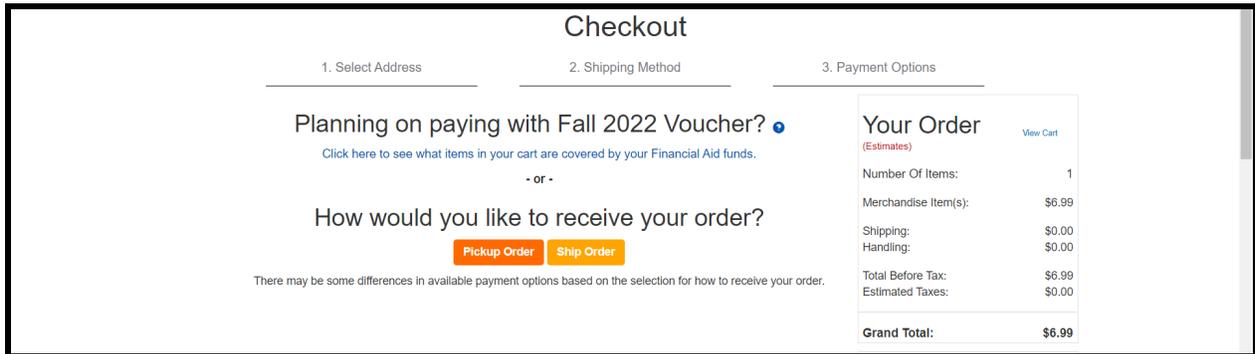
3. Click the rental shipping label item.



4. Add the shipping label to your cart.



5. Choose **pickup** as your option, not shipping.



6. After completing the transaction, the shipping label will be emailed to you.
7. Get your own box and put your books, name, lionmail, and student ID number inside. Write a note that says you want to sell the books and add that too.
8. Place the shipping label on the outside of the box.
9. Take the box to the post office and mail it.
10. The bookstore will send you a gift card for the cost of the books you sold.
11. With any questions, contact:
 - a. Karen Town, Campus Bookstore Coordinator, ktown@sagu.edu, 602-944-3335 ext. 245
 - b. Keilah Coverstone, Campus Librarian, kcoverstone@sagu.edu, 602-944-3335 ext. 217 or 252