Textbook & Bookstore Instructions

<u>Order Textbooks:</u>

***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.

PRIDE	f ♥ ⓓ Ì☴ MY ACCOUNT Q Search
Textbooks - Merchandise - Fan Zone Care Packages Graduation - J	Alumni About the Store -
ALOWER PROFILE AND ALOWER PROFILA AND ALOWER PROFILE AND ALOWER	Find a lower price on a k, we'll match that price! >
Order Or Sell Textbooks Online. Visit The Textbooks Menu!	STORE HOURS
https://www.sagustore.com/login	

1. Go to <u>www.sagustore.com</u>

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: *						7
	Password						
F	Forgot Your Password? Register Here						
1							
	You MUST create an account if you are	purchasing digital conter	nt in order to access it.				
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- 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.

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Textbooks - Merchandise - Fan Zone	Care Packages Graduation - Alumni	About the Store -
Custor	mer Registration	
* = Required	C	
Username / Password		
Email Address *	Password *	
Confirm Email Address *	Confirm Password *	
Challenge Question		
This security question will be used to verify who you are in the event you and enter an answer in the box provided.	u forget your user password. Please select one security	question from the choices available
Challenge Question:	Challenge Answer:	
Please Select *	Challenge Answer *	

- 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		
*Residential Address? Yes No First Name *	Mi	City *
*Residential Address? • Yes • No First Name * Last Name *	Mi	City * Please Choose State
*Residential Address? • Yes • No First Name * Last Name * Business Name	Mi	City * Please Choose State Zip/Postal * Zip + 4
*Residential Address? Yes No First Name * Last Name * Business Name Address Line 1 *		City * Please Choose State Zip/Postal * Zip/Postal * Zip + 4
Residential Address? Yes No First Name * Last Name * Business Name Address Line 1 * Address Line 2		City * Please Choose State Zip/Postal * Zip + 4 United States 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. Degree Goal: Not Applicable Other Select Customer Type Please Select	Example: 2018 Birthday: Select a month Select a day 'We will email you a special \$\$ off coupon the month of your birthday.
Email Opt In/Out	
SMS Opt In/Out	
I want to receive SMS notifications. Please enter your cell number and opt-in to receive notices about your orde Cell Phone Number Ex. 1235551234	rs, rental reminders and buyback notices.
Submit Profile	

6. In a new tab, log into your MySAGU account (<u>www.my.sagu.edu</u>) 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 <u>www.sagustore.com</u> → Textbooks → Order Textbooks.

MY sagu	Student Portal 🔻	Admin 🔻	My Grades 🔻	My Transcript 🔻	Miscellaneous Services 🔻	Profile 🔻
	Student Portal News					
			Your Registration	is Completel		
			rour negistration			
			Click Here to Purch	<u>ase Your Books</u>		

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

Student	Schedule	2								
Dept	Crs ID	Туре	Section	Course Name	Instructor	Days	Room	Time	Date	Credits
ENG	5193	L	530	SPECIAL TOPICS IN ENGLISH: NATIVE AMERICAN LITERATURE	Montgomery, D'juana	N\A	-	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."

	Select Term and	Departments	
Search for Book			
Search for Book	\odot		
Enter "OER" in the Search Box to find course Resources.	es using Open Educational		
Search by Course			
FALL 22 (Order Now)		Q 5193 -530 -Montgomery, D'juana	8
Your Term	Q Department	Q Course-Section-Instructor	8
FALL 22 (Order Now)			
Add Another Course		•	
		View Your Ma	aterials

- 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."
 - a. **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.

	Course Materials	Print Book List Continue Checkout
Term: Fail 22 Name: EN	3 5193 Section: S30 Instructor: Montgomery, Djuana Location: Required BLACK ELK SPEAKS, COMPLETE EDNEW INTRO Autor: NEIHARDT ISBN: 978000235916 Book Notes: Summary Rental Agreement Digital Return Policy	Purchase \$21.95 New \$16.50 Used Rental Due Date: 12/9/2022 \$16.50 New \$11.05 Used Digital \$26.60 Vital Source (Lifetime) Digital Rights

- 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."
 - a. 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.

PRIDE	If the condition (New/Used) of a textbook you ordered is no longer available, we will substitute it based on your preferences.	f y (a) R MY ACCOUNT Q Search About the Store -
Return to Previous Page	Continue Back Shopping Cart	

PRIDE	In the event the instructor changes the materials for your course, how would you like us to update your order? Add Only Required Add All Materials Do Not Add To Order	f Y O R MY ACCOUNT Q Search About the Store -
Return to Previous Page	Continue Back Con	ntinue Shopping Continue Checkout



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

		Shopping Car	t		
Return to Pre	evious Page		Continue St	nopping Payment C	options
Item Count Cart Total:	t: 1 \$21.95		Ca	rt Total With Substitu	tions: (2) \$21.95
Cours	ses				
Fall 22 ENO Preference Substitute: Y	G 5193 SECTION 530 INSTRUCTOR Mor es: 77 ES	ntgomery, D'juana Update Order: ADD ONLY REQUIRED	Update Preference: NEW		
Fall 22 EN Preference Substitute: Yf	G 5193 SECTION 530 INSTRUCTOR Mor es: ES	ntgomery, D'juana Update Order: ADD ONLY REQUIRED	Update Preference: NEW QTY	Price	8
Fall 22 ENG Preference Substitute: Yf	G 5193 SECTION 530 INSTRUCTOR Mor es: BLACK ELK SPEAKS,COMPLETE EDNEV AUTHOR: NEIHAROT ISBN: 9780803283916	ntgomery, D'juana Update Order: ADD ONLY REQUIRED W INTRO	Update Preference: NEW QTY 1	Price \$21.95 NEW	8

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

PRIDE	DP				f Y 💿 🏲 MY ACCOUNT
Textbooks - Merch	ndise - Fan Zone	Care Packages	Graduation -	Alumni	About the Store -
		Log In			
Enter your e-mail address: *					
I am a Guest User. (No Password R	equired.)				
Password					
Forgot Your Password? Register Here					
Login					
IMPORTANT!					
You MUST create an account if you	are purchasing digital co	untent in order to access	.t.		

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

		Checkout		
1.5	Select Address	2. Shipping Method	3. Payment Options	
Plan Clic HC	ning on paying with k here to see what items in your cart are: - or - w would you like to r Pickup Order and me differences in available payment options	Fall 2022 Voucher? covered by your Financial Aid funds. receive your order? ship order based on the selection for how to receive	Vour Order (Estimates) Number Of Items: Course Materials: Shipping: Handling: Total Before Tax: Estimated Taxes: Grand Total:	Vew Cart 1 \$21.95 \$0.00 \$21.95 \$0.00 \$21.95 \$0.00 \$21.95
			Need Help? Call us: 972.825.4781 Returns Policy Email Us)
		Checkout Deals		

14. Choose the shipping method.

	Checkoul		
1. Select Address	2. Shipping Method	3. Payment Options	
Choose Shipping Method		Your Order	View Cart
Ship Via	\sim	Number Of Items:	1
Ship Via		Course Materials:	\$21.95
UPS est. \$11.99 UPS Second Day est. \$35.75 UPS Next Day est. \$54.99 International USPS Shipping est. \$59.50		Shipping: Handling:	\$0.00 \$0.00
Access Delivery Fee est. \$2.99		Total Before Tax: Estimated Taxes:	\$21.95 \$0.00

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

	Checkout		
1. Select Address	2. Shipping Method	3. Payment Options	
Payment Information		Your Order	View Cart
Promo Code		Number Of Items:	1
Choose Payment Option		Course Materials:	\$21.95
Credit Card Credit Card Fall 2022 Voucher Gift Certificate (NOT VOUCHER)		Shipping: Handling: Total Before Tax: Estimated Taxes:	\$11.99 \$0.00 \$33.94 \$0.00

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: 123002000098765
- c. Make sure you check the box to authorize your financial aid to pay for your books.

Payment Information	Your Order
Promo Code	Number Of Items: 1
Choose Payment Option	Course Materials: \$21.95
Fall 2022 Voucher V	Shipping: \$11.99 Handling: \$0.00
Financial Ald Account Number: Enter 12300 + 11 digit Student ID #	Total Before Tax: \$33.94 Estimated Taxes: \$0.00
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.	Grand Total: \$33.94
You can view your Student ID # online at MySAGU After logging in, click on "Profile" in the upper right-hand corner.	Submit Payment
Your Student ID number is displayed below your name.	
By checking this box, I authorize the use of my available Student Financial Aid. The balance of aid available for books	Need Help?
and supplies is the excess that I am projected to receive based upon my current information. Any changes to the actual aid awarded will result in a change in the amount available to cover these charges. Should my aid not cover all of my bookstore charges due to such changes, I understand that I will be personally responsible to pay the difference.	Call us: 972.825.4781 Returns Policy Email Us
Click here to see what items in your cart are covered by your Financial Aid funds.	

- 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 Backup payment method is used only when the order total is not completely covered by your SFA Funds. Backup Payment Method
Credit Card 🗸
Card Type
VISA 🗸
Card Number
Name on Card
Expiration Date
Month v Year v
Card CVV
Order Comments
- Order-Continents

- 18. If you want to pay with your credit/debit card, input that in the first payment option.
 - a. 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		Vour Order	
Apply Promo Code		Your Order	View Cart
Promo Code		Number Of Items:	1
Choose Payment Option		Course Materials:	\$21.95
Credit Card 🗸		Shipping:	\$11.99
Card Type		Handling:	\$0.00
VISA ~		Total Before Tax:	\$33.94
Card Number		Estimated Taxes:	\$0.00
		Grand Total:	\$33.94
Name on Card		Submit Payment	
Expiration Date		New Alteration	
Month Vear V		Need Help?	
Card CVV		Call us: 972.825.4781	
		Email Us	
Order Comments			

- 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:
 - a. Karen Town, Campus Bookstore Coordinator, <u>ktown@sagu.edu</u>, 602-944-3335 ext. 245
 - b. Keilah Coverstone, Campus Librarian, <u>kcoverstone@sagu.edu</u>, 602-944-3335 ext. 217 or 252

<u>Return Rental Textbooks</u>

1. Go to www.sagustore.com



2. Click on the merchandise tab \rightarrow Value-Priced Items.



3. Click the rental shipping label item.

	Value Pric	ced Items		
Search Value Priced Items		50 Items Pe	er Page v Sort By: Description(A - Z) v	
Fam With With With With With With With With	LANYARD ATHLETIC GOLD	LAWARD BLACK	LAWARD PURPLE	
2048988	2047585	2047582	2047586	
\$6.99	\$4.99	\$4.99	\$4.99	

4. Add the shipping label to your cart.

	Shopping Cart			
Return to Previous Page		Con	tinue Shopping Paymer	nt Options
Item Count: 1 Cart Total: \$6.99				
Merchandise				
Product		ΟΤΥ	Price	
Product		QTY	Price \$6.99	8

5. Choose pickup as your option, not shipping.

	Checkout		
1. Select Address	2. Shipping Method	3. Payment Options	
Planning on paying Click here to see what items in yo	with Fall 2022 Voucher? •	Your Order	View Cart
	- or -	Number Of Items:	1
How would you lik Pickup	Ke to receive your order? Order Ship Order	Shipping: Handling:	\$0.00 \$0.00
There may be some differences in available paym	ent options based on the selection for how to receive your or	der. Total Before Tax: Estimated Taxes:	\$6.99 \$0.00
		Grand Total:	\$6.99

- 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, <u>ktown@sagu.edu</u>, 602-944-3335 ext. 245
 - b. Keilah Coverstone, Campus Librarian, <u>kcoverstone@sagu.edu</u>, 602-944-3335 ext. 217 or 252

<u>Sell Your Textbooks</u>

1. Go to www.sagustore.com



2. Click on the merchandise tab \rightarrow Value-Priced Items.



3. Click the rental shipping label item.

	Value Pric	ed Items		
Search Value Priced Items			50 Items Per Page V Sort By:	Description(A - Z) V
Press Statements With Statements Statements With Statements Statements Statements Statements	Low the note the	Str. after fait		and the state
A RENTAL SHIPPING LABEL	LANYARD ATHLETIC GOLD	LANYARD BLAC	K LANYA	RD PURPLE
2048988	2047585	2047582	2	047586
\$6.99	\$4.99	\$4.99		\$4.99

4. Add the shipping label to your cart.

	Shopping Cart			
Return to Previous Page		Co	ntinue Shopping Paymer	nt Options
Item Count: 1 Cart Total: \$6.99				
Merchandise		QTY	Price	

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

	Checkout		
1. Select Address	2. Shipping Method	3. Payment Options	
	Planning on paying with Fall 2022 Voucher? •		View Cart
,	-or- How would you like to receive your order?		1
How would you li			\$6.99
Picku	p Order Ship Order	Shipping: Handling:	\$0.00 \$0.00
There may be some differences in available pay	ment options based on the selection for how to receive your or	der. Total Before Tax: Estimated Taxes:	\$6.99 \$0.00
		Grand Total:	\$6.99

- 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, <u>ktown@sagu.edu</u>, 602-944-3335 ext. 245
 - b. Keilah Coverstone, Campus Librarian, <u>kcoverstone@sagu.edu</u>, 602-944-3335 ext. 217 or 252