

How to Purchase Books from New River CTC's Online Bookstore

Steps	Directions
1	Go to www.newriver.edu
2	Click on "My New River"
3	Enter your login and your password.
3	Click on "Bookstore".
4	Select the "Let's Get Started" tab to begin selecting your books.
5	Select the subject abbreviation, the Course ID/CRN, and course name that matches each of the courses on your schedule.
6	Click on "View Your Materials"
7	Depending on your classes, you can choose to purchase a textbook, rent a text book, or access a digital version of the book. If your textbooks are available through Cengage Unlimited, you will have the option to choose between one semester access and 12 month access to Cengage Unlimited products.
8	Select your choice(s) on text format and click on "Add Selected to Cart"
9	Click "Proceed to Check Out"
10	Add any additional study tools/resources you wish to purchase. If you do not wish to purchase any additional products, click "No thanks, take me to my cart."
11	Review your order, and select "Check out now"
12	If you already have an account, log in as an existing customer or create an account under the "New Customers" option. We recommend that you use your @newriver.edu email account to order books.
13	Enter your address for shipping. If you'll be using the same address for billing information, select the check option or enter your address for billing information.
14	Choose your shipping method and click on "Select Payment Option"
15	<p>For payment, select either your credit card, PayPal account or Voucher.</p> <p>If using a credit card or PayPal account, enter your personal information as prompted.</p> <p>The voucher option allows students to purchase their textbooks using their financial aid. You must have financial aid funds available to use the voucher option. If you're unsure if you have financial aid funds to purchase your books, contact the Financial Aid Office. You'll find campus contact information on our website at https://www.newriver.edu/financial-aid-contacts/.</p> <p>If you have funds available, use your New River CTC Student ID number (including the zeros) for the Student ID and your Voucher ID will be the abbreviation for the semester, either FA for fall or SP for spring and the year,* and your two digit birth day, two digit birth month and four digit birth year for your Voucher ID. For example for someone with the birth date 04/30/1990, the voucher ID would be FA2030041990. The option to use financial aid to purchase books will be disabled approximately two weeks after the start of classes.</p>
16	After entering your payment information, select "Review Your Order" and review your order for accuracy and select "Submit" place your order.