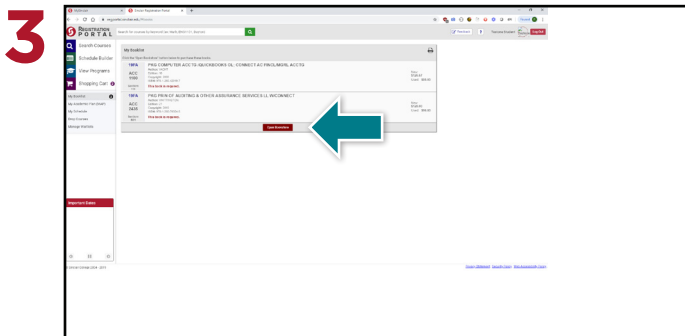# How to Order Course Materials

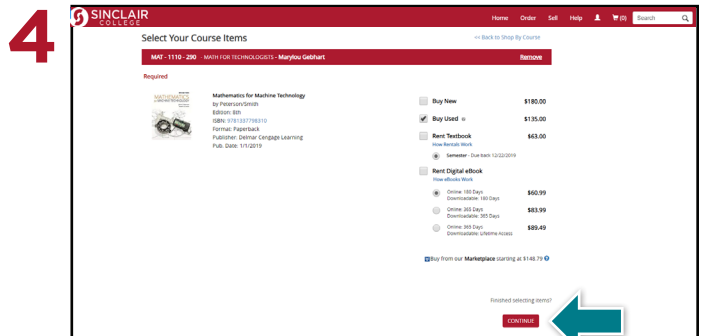**1**
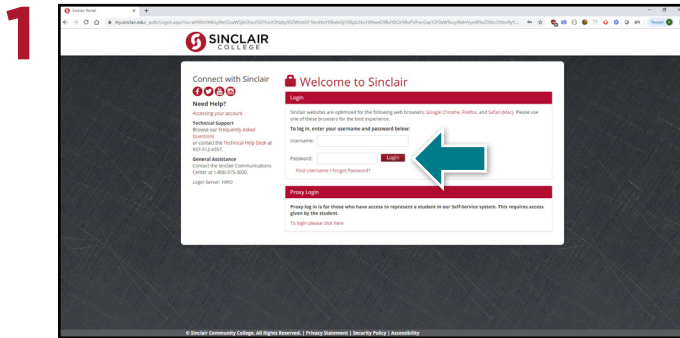
Visit **my.sinclair.edu** and log in using your Sinclair credentials.
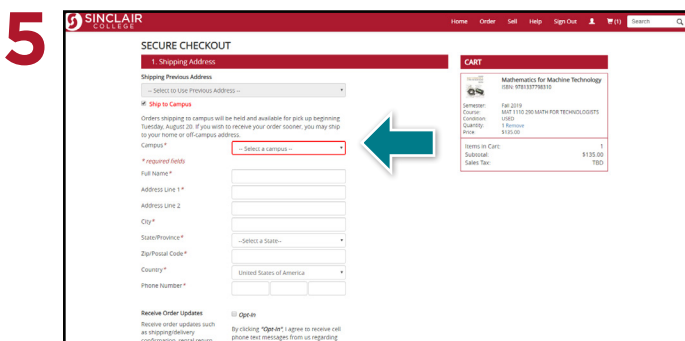
2
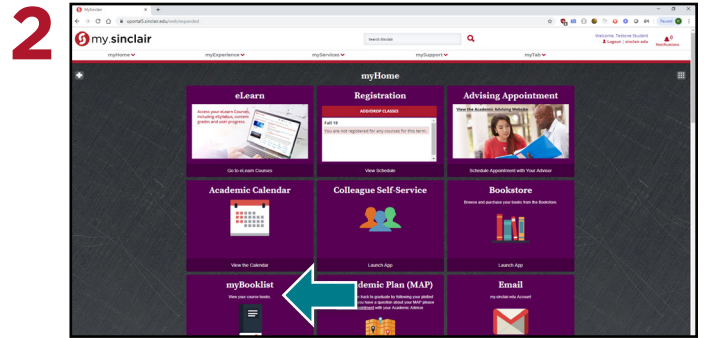

Select the **myBooklist** portlet.

3

Select the red **Open Bookstore** button at the bottom of your course list in the middle.

4

Courses you're enrolled in will automatically populate. Choose your purchasing options and select **Continue**. On the next page, review your order and select **Proceed to Checkout**.

5

Begin the checkout process by entering your shipping address, or choosing **Ship to Campus**. Select **Continue** to choose your shipping method.

6
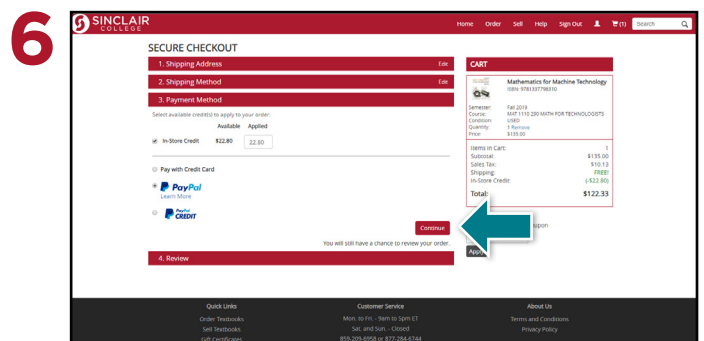
Select your method on the payment screen: credit/debit card, financial aid, or PayPal. Select **Continue** to review. If a rental is selected, a credit card is required for collateral and will not be charged unless the book is returned damaged, or not returned. On the next page, select **Place Order** to receive your confirmation.