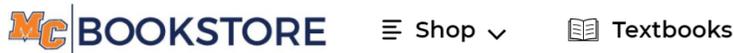


# PURCHASING COURSE MATERIALS ONLINE USING FINANCIAL AID



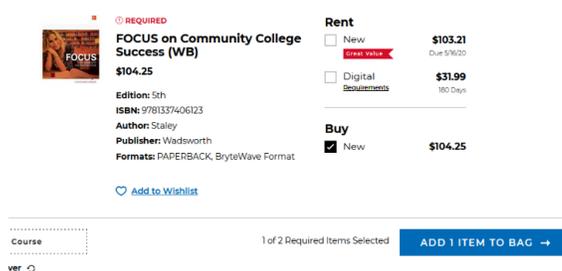
1. Visit [mortonshop.com](https://mortonshop.com), then click on **Textbooks**.



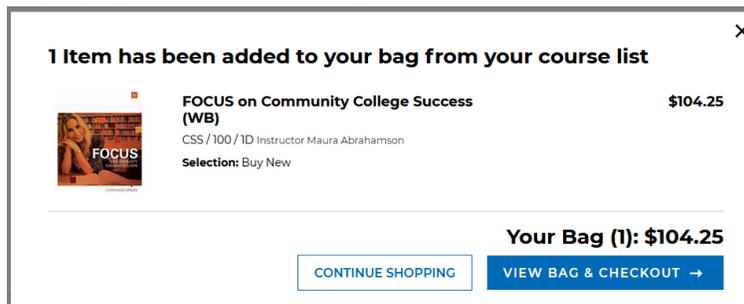
2. Input your Student ID to pull up your school schedule OR click on **Enter Courses** to choose the course you're looking for.



3. Choose your items, then click **Add Item(s) to Bag**.



4. On the next popup, click **View Bag & Checkout**.



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## 5. Review your Bag and click **Checkout** when ready to continue the transaction.

The screenshot shows the 'My Bag' section with one item: 'FOCUS on Community College Success (WB)' priced at \$104.25. Below the item are options to 'Edit', 'Remove', and 'Save For Later'. To the right is the 'Order Summary' showing a 'Subtotal' of '\$104.25' and a 'CHECKOUT' button. Below the subtotal, it states 'Book Voucher is Accepted.' and lists payment options: 'WE ACCEPT PayPal PAYPAL CREDIT'. There is a 'Have a promo code?' section with an input field and an 'APPLY' button. A note at the bottom states: 'FYI: You may receive your order in multiple shipments from different locations.'

## 6. Sign in by creating an account or using an existing one. You can also choose to continue as a Guest. Then, choose your delivery method.

### 1 Continue As Guest

Enter your email address for the order.

Email Address  
ran2685@yahoo.com

By proceeding, I agree to Follett's [Terms of Use](#) and [Privacy Policy](#)

**PROCEED TO DELIVERY METHOD** →

Already have an account? [Sign In](#)

### 2 Delivery Method

### 3 Payment Method

### 4 Contact Information

## 7. Under Payment Method, choose **Book Voucher**, then input your **Username** (not including @ or anything after) ie: m.panther, then click **Apply**. Then click on **Proceed to Contact Information** to place order.

The screenshot shows the 'Payment Method' section. It includes a 'Promo Code' input field with an 'APPLY' button. Below this, there is a checked radio button for 'BookVoucher/AthleticScholar/DCAcct'. A text prompt says 'Please enter your username (not including @ or anything after) ie: m.panther'. There is an empty input field for the username and a 'FIND ACCOUNTS' button.