



# How To Order Textbooks

## Using the MCC Bookstore Website

There are 2 ways to order textbooks:

Using a Financial  
Aid Book Voucher

OR

Using a Personal  
Credit/Debit Card

### Using a Personal Credit or Debit Card:

1. Go to Montgomery.edu, click on MCCTechTrail in the upper right corner, and click Bookstore to access the bookstore website.
2. Click "Let's Get Started" in the middle of the screen.
3. To continue, follow Steps 6-12 below.

**You're in the right place to get the right books and get right to work.**

Getting your course materials is quick, easy, and worry-free. Your online bookstore and content connection in one, we make using your Book Voucher a snap too.

Let's Get Started

### Using a Financial Aid Book Voucher:

#### To order Textbooks:

1. Wait to purchase textbooks until you have received your Book Voucher ID in your MCC email. The email will look similar to the one on the right.
2. Go to Montgomery.edu, click on MCCTechTrail in the upper right corner, and click Bookstore to access the bookstore website.
3. Click on "Use It Here" at the top of the page to enter your book voucher ID and access the funds.

Do you want to use your Book Voucher?

Use It Here

4. Enter your full 7 digit MCC student ID number including any zeros and your Voucher ID from your email and click Access your Funds.

#### Ready to Use Your Book Voucher?

Paying with your Book Voucher is easy. Just enter your Student ID and your Voucher ID. You'll be able to review the details on the next page.

##### A few things to note:

- You will need your Student ID and Voucher ID to log in. If you need your Voucher ID emailed again, [click here](#).
- If your order exceeds your funds, or if certain items aren't covered, you can use a credit card for the balance.
- For questions about your funds, please contact your school.

Student ID\*

Voucher ID\*

Need this emailed again?

\*required

Access Your Funds

If you qualify for a textbook voucher through financial aid, you will receive an email with your Voucher ID to your MCC email address once the funds are available for your use. In that email will also be a link to the website and the expiration date for your funds. You will not be able to use any of your book voucher funds once this date is passed.

#### FUNDS AVAILABILITY NOTICE

Hello **XXXXXXXXXXXX**,

We wanted to let you know that you can now use your Voucher to securely order your course materials from MONTGOMERY COMMUNITY COLLEGE. These funds will be available until 07/15/18.

NAME: **XXXXXXXXXXXX**

Voucher ID: **XXXXXX**

We've made it super simple to get your course materials:

1. [Click here to go to your online bookstore](#), or copy and paste this URL into your browser: [http://bookstore.mbsdirect.net/vb\\_buy.php?&FVCUSNO=02358](http://bookstore.mbsdirect.net/vb_buy.php?&FVCUSNO=02358)
2. Indicate that you would like to pay using your Voucher.
3. Enter your Student ID and Voucher ID in the space provided.
4. Follow the instructions in the bookstore to find your course materials and complete your order.

If you exceed the amount of your available funds, you can enter a credit card to complete your order.

Need help with your order? We're here for you 24-7. Please call or email our Customer Contact Center at 1-800-325-3252 or [yb@mbsbooks.com](mailto:yb@mbsbooks.com).

Please note: For your security, we do not have access to your account information. If you have any questions about the availability of your funds, please contact your school's financial aid office.

Thank you,  
MBS Direct  
MONTGOMERY COMMUNITY COLLEGE Online Bookstore

5. The next screen will have information about your Book Voucher as well as the amount you have available. Any purchases exceeding this amount will be your responsibility to cover. Once you have reviewed this information, click "Get your Course Materials".

6. On the next screen you will see drop down menus to select a semester, school, and course. Select the next upcoming semester, make sure Montgomery Community College is selected, and then type the course ID or scroll to select your courses. Make sure to select the correct section of each course to view the correct textbooks and materials needed.

7. If you need to add additional courses, click "Add Another Course". You can add as many courses as needed. Make sure that each additional course has the correct semester and school information. Once you have all of your courses entered, click "View Your Materials".

8. On the next screen, you will see each of your courses and the required and optional resources. Each resource will have purchase and/or rent options. Select the option you would like to purchase and click "Add Selected To Cart". You must "Add Selected to Cart" for each item you want to purchase. Once you have all of the textbooks and materials added to your cart, click the blue arrow in the bottom right of the screen to "Proceed to Checkout".

9. Review your cart and make any changes, then click "Check Out Now".

10. Fill in all of the required information and click "Choose Your Shipping Method" to proceed.

11. Select a shipping method and then click "Select Payment Options"

**PLEASE NOTE: Even though you are using your Financial Aid Book Voucher, you still may be asked to enter your personal credit/debit card information. Your order will not be placed until this information has been provided. If you are renting textbooks using your book voucher, your card will not be charged unless you do not return the rental book at the end of the semester.**

12. Review your order and create a password. You will use this password to access your account for to access digital content, rental returns and order information as needed. This is a separate account from your MCC account. Once you have reviewed your order, select "Submit your order." You should receive an order confirmation to your email when the order has been received.

→ Submit Your Order

**24 Hour BNC Customer Service:**  
704-325-3252



**MCC Bookstore Liaison:**

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