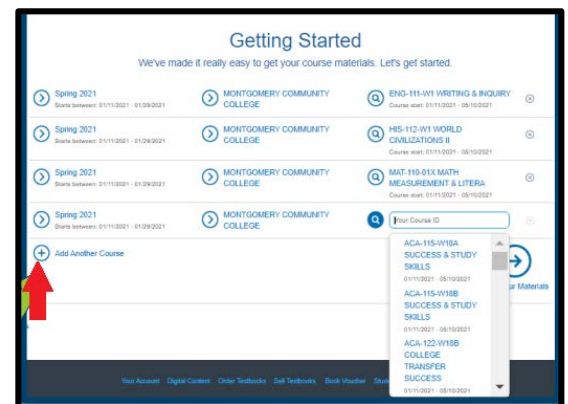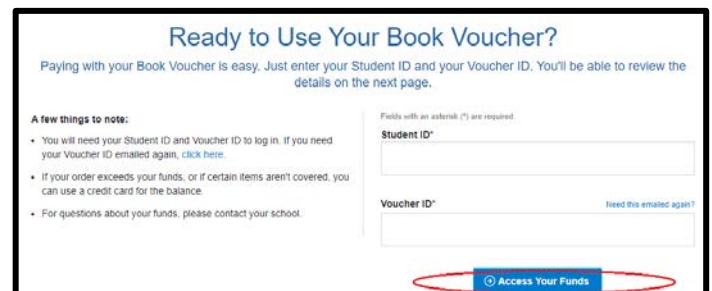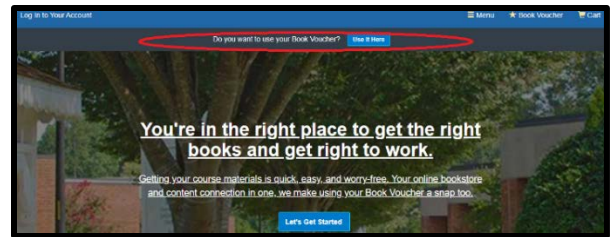# How to Order Textbooks

Using a book voucher through Financial Aid

If you qualify for a textbook voucher through financial aid and the funds are available, an email will be sent to your MCC student email with your Voucher ID. Please note, this email will also include a voucher expiration date. Funds will not be available beyond this date.

To order your textbooks using a book voucher, please follow the steps below:

1. Do not purchase textbooks until you have received your book voucher email.
2. Once you have your Voucher ID, go to the MCC website at www.montgomery.edu and select TechTrail in the top right corner.
3. Click on the Bookstore link to access the virtual bookstore website.
4. Select the blue "Use it Here" button to apply your book voucher (pictured above).
5. In the Student ID field, enter your full 7-digit MCC student ID number including any zeros (i.e. 0259897).
6. Next, enter the Voucher ID from your email.
7. Click the blue "Access your Funds" button (pictured right).
8. The next screen will display the funds that are available to you through your book voucher. Please note that any purchases (including shipping) that exceed this amount are your responsibility.
9. Click "Get your Course Materials".
10. Choose the upcoming semester and confirm that the school is set as Montgomery Community College. Then enter the course ID (found on your schedule) or scroll to locate your course. Make sure that you are also selecting the correct section (i.e. 01, W1, etc.).
11. To enter additional courses, click the "Add Another Course" button (pictured right). Each additional course should be listed under the correct semester and school before proceeding to the next page.
12. Once you have entered all of your courses, select "View Your Materials" to see a list of textbooks and other required materials.

13. Each item will include the option to purchase or, in some cases, rent. If your book is eligible for rental and you select that option, please keep in mind that you will be responsible for shipping it back to the virtual bookstore (not MCC) within 7 days of the last day of class or you will be charged. (*To learn more about the BNC Rental Agreement, please refer to their FAQ at bnctextbookrental.com/faq.aspx*)
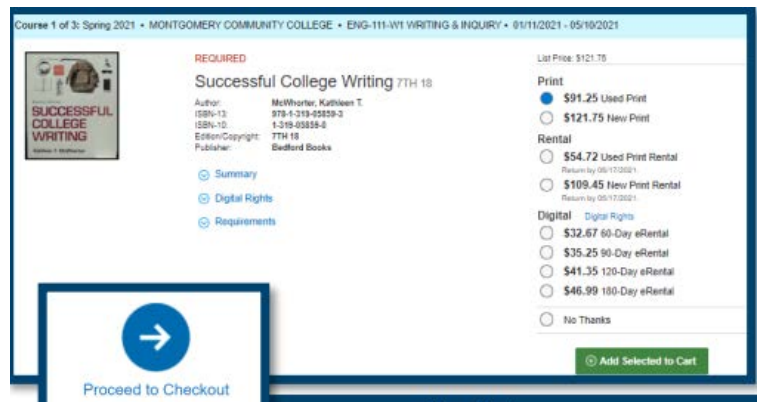
14. Click "Add Selected to Cart" for each item you would like to purchase.
15. Once all textbooks and materials have been added to your cart, select the blue "Proceed to Checkout" button (pictured above).
16. Review your cart and make any changes before selecting the "Check Out Now" button. Then enter all required information.

    Please note: Although you are using a book voucher, you will still be asked to enter your personal credit/debit card information if you choose to rent a textbook and/or your order exceeds the amount of your financial aid allotment.

17. Proceed to "Select Your Shipping Method" and choose from the list of available options. Then click "Select Payment Options".
18. Review your order carefully and create a password to access your digital content, rental returns and order information for your account. (Note: This password is separate from your other MCC accounts.)
19. Select the green "Submit Your Order" button to complete your purchase.
20. You will receive an order confirmation via email once the order has been received.
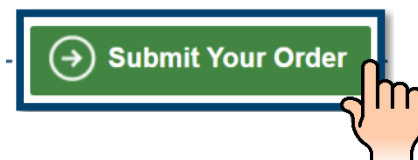
For additional questions about virtual bookstore orders, shipping or returns, please contact BNC's 24 Hour Customer Service line at (800) 325-3252.