# ORDENANDO SUS MATERIALES DE CURSO

### Una Guía Paso A Paso

Siga estos sencillos pasos para solicitar los materiales de su curso utilizando Shop by Schedule.

Para comenzar, entre a la librería oficial en línea de su escuela. Luego, haga un clic en, Let's Get Started (Empecemos) en el centro de la página.





#### PASO UNO: SHOP BY SCHEDULE (COMPRE POR HORARIO)

Comprando por horario, solo verá los cursos en los que está inscrito su estudiante, lo que hace que comprar sean fácil y correcto.

Para ordenar los materiales de curso con Shop by Schedule, entre su identificación de estudiante y clic en View Your Materials (Ver Sus Materiales).

<b>E</b> ENLIGHT					
Log In to Your Account			≡ Menu	* Voucher	📛 Cart
	Do you want to use your voucher?	Use It Here			
We'	Getting Stal	rted e materials. Let's get started.			
Shop by Schedule					
Enter Your Student ID	→ View Your Materials				
- or -					
Shop by Course					
Vour Term	Site				

#### PASO DOS: ESCOGIENDO LOS MATERIALES

Para cada título, se muestran opciones de material de curso que ahorran el costo. Haga sus selecciones y haga clic en Add Selected to Cart (Agregar Seleccionados al Carrito) después de cada título.

We've made it easy to get your course materials for each class. Just review and select below.					
	Course 1 of 4: Spring 2018 · Campus	s Courses • ENG203 AMER.LIT BEFORE 1900 • 01/08/2018 -	05/18/2018		Hide ⊝
		REQUIRED         Author:       Xusten, Jane         ISBN-13:       978-0-486-28473-5         ISBN-10:	Q	List Price: \$5.00  Print  \$3.75 Used Print \$5.00 New Print  \$5.00 New Print  \$2.00 Used Print Rental Return by 05/25/2018. \$3.25 New Print Rental Return by 05/25/2018. \$3.25 New Print Rental Return by 05/25/2018. \$1.05 Perpetual Offline Access  Digital Digital Rights \$1.05 Perpetual Offline Access  Marketplace Sellers \$From \$1.99 View Sellers. No Thanks  Add Selected to Cart	
	win with Webring Biglio	Bronte, Emily           ISBN-13:         978-0.486-29256-4           ISBN-10:         0-486-29256-8		List Price: \$4.50 Print \$3.50 Used Print \$4.50 New Print	



Si ha seleccionado uno o más títulos de Marketplace, debe escoger la condición y un vendedor específicos.

Summary			From From	m <b>\$19.04</b> View Sellers
			○ No	Thanks
				⊕ Add Selected to Cart
Marketplace Se	llers			
Filter by: All (4)	New (4)			
Price	Condition		Seller	Comments
Price \$20.20 \$3.99 s/h 6-18 business day	Condition New	Hdd	Seller BOB'S BOOKS Wood Dale, IL	Comments New Book. Shipped from US within 10 to 14 business days. Established seller since 2000.
Price \$20.20 \$3.99 s/h 6-18 business day \$23.50 \$3.99 s/h 6-18 business day	Condition New New	+ Add	Seller BOB'S BOOKS Wood Dale, IL ***** NORA'S NOVELS Grand Rapids, MI	Comments New Book. Shipped from US within 10 to 14 business days. Established seller since 2000. BRAND NEW ITEM! 100% Satisfaction Guarantee. Tracking provided on most orders. Buy with Confidence! Millions of items sold!.

Cuando haya terminado de seleccionar los materiales del curso, haga clic en Proceed to Checkout (Proceder al Pago).

JENT CITIES	Ancient C Author: ISBN-13: ISBN-10: Edition/Copyright: Publisher: Suthor Bio Summary	ities 2ND 11 Gates, Charles 978-0-415-49864-7 0-415-49864-3 2ND 11 Routledge N. Y.	Print \$37.50 Used Print Added to Cart Remove   Add More	
	REQUIRED Ancient C Author: ISBN-13: ISBN-10: Edition/Copyright: Publisher:	Scarre 978-1-138-18163-2 1-138-18163-3 4TH 16 Routledge N. Y.	List Price: \$166.00 Rental items are not deliverable to international addresses. Rental \$66.40 Used Print Rental Return by 05/08/2018. Added to Cart Remove   Add More	
				Proceed to Checkout



#### PASO TRES: REVISE SU CARRITO

Después de elegir los materiales del curso, revise sus selecciones y haga clic en Check Out Now (Verificar Ahora).

E E	NLIGHT					
Log In to Y	our Account					≣ Menu ★ Voucher
	D	o you want to use y	your voucher?	Use It Here		
	Great - we're ready to v	YC wrap up your o	D <b>Ur Ca</b> Irder. Just re	<b>art</b> eview your c	art and hea	ad to checkout.
4 items in your ca	rt			⊕ Ad	td More Items	⊙ Check out now
ITEM		FORMAT	QTY	TOTAL		You're saving \$14.02 today!
ACCIDENT	Algebra 1 2011 by: Larson Edition/Copyright: 2011 • Mathematics • ALG1200 • 01/01/2018 • 05/01/2018 • REQUIRED	eBook	1	\$14.99	8	Your Order 4 items \$153.64 1 Marketplace Item \$1.99
Biology	Biology (High School) - Online Access 2014 by: Miller Edition/Copyright: 2014 - Science - BIO1200 - 01/01/2018 - 05/01/2018 - REQUIRED	Instant Access	Code	1 \$34.7	75 🛞	Shipping TBD Tax TBD Total \$155.63 Shipping and tax, if applicable, with the calculated in checked, Shipping fees do not
	Ancient Cities 2ND 11 by: Gates, Charles Edition/Copyright: 2ND 11 • Social Studies • SOCS1200 • 01/01/2018 • 05/01/2018 • REQUIRED	Used	1	\$37.50	۲	epply to digital commt. Access code products will be emailed to you.
	Ancient Civilizations (Paperback) 4TH 16 by: Scarre Edition/Copyright: 4TH 16 • Social Studies • SOCS1200 • 01/01/2018 • 0501/2018 • REQUIRED	Used Print Ren Return by: 05/08/2018	ntal 1	\$66.4	0 🛞	

#### PASO CUATRO: ENTRE A SU CUENTA

Si es un cliente existente, simplemente inicie la sesión usando su correo electrónico y contraseña. De lo contrario, abra una nueva cuenta.

<b>E</b> E N L I G H T	
Log In to Your Account	☴ Menu 🔸 Financial Aid 🛛 🗮 Cart (4)
We have all the course materials you need for your classes this te	online bookstore! erm. Using your Financial Aid is a snap, too. Let's get you logged in.
Do you want to use your Fi	nancial Aid? Use It Here
Existing Customers Great to see you again. Log in below.	New Customers It's easy to create an account. Let's get started.
Email Address* janedoe@gmail.com	First Name* Last Name*
Password* Forgot Your Password?	Email Address*
* required	Password* Confirm Password*
Remember your email address.     O Log in Now	(must be 5-10 characters, letters * required and numbers only)
	I have read and accept the Privacy Policy & Terms of Service.  Create Your Account



#### PASO CINCO: AGREGUE LOS DETALLES DE ENVÍO

Verifique o ingrese su nombre, dirección de facturación y de envío. Cuando haya terminado, haga clic en Choose Your Shipping Method (Elija Su Método de Envío).

Hello, Jane	Your Account • Log Out				⊟ Menu	* Voucher	📜 Cart
		(	Checkout				
1. Shipping & I Address	2. Shipping N						
Your Shipping A	ddress Are you shipping to a	APO/FPO			You're saving \$14.	02 today!	
First Name*		Last Name*					
Jane		Doe		Y	our Order	View Cart	
Address 1*				4	items Marketplace Item	\$153.64 \$1.99	
2711 West Ash Street				s	hipping	TBD	
Address 2				Та	ах	TBD	
				Т	otal	\$155.63	
City*	State*		Zip/Postal*	т	otal	\$155.63	
Columbia	Missouri	\$	65203	SI	hipping and tax, if applicable	will be	
Country*		Phone Number*	Example: XXX-XXX-XXXX	ca	Iculated in checkout. Shippi oply to digital content. Acces	ng fees do not s code products	
United States	\$	573-234-5313		wi	Il be emailed to you.		
Work Phone Example: XXX	-XXX-XXXX		Ext Example: XXXX				
Billing Address							
Shipping and Billing addres	ses are the same. (Billing address mu	ust match address on vo	our credit card/bank account.)				
		→Cho	ose Your Shipping Me	thod			

Seleccione un método de envío. La fecha de entrega anticipada se mostrará junto con cada método de envío.

Elija un método de envío por cada vendedor de Marketplace. Los artículos de Marketplace son enviados por vendedores individuales, no por BNC K-12.

Hello, Jane Your Accou	unt • Log Out			≡ Menu	* Voucher	📜 Cart
		Checkout				
1. Shipping & Billing Address	2. Shipping Method	3. Payment Options	4. Studer			
Your Shipping Method				You're saving \$14.0	02 today!	
All items will be shipped to this addr 2711 W ASH ST, COLUMBIA, MO 6520	<b>ess:</b> 3	Edit Ship	ping Address	Your Order	View Cart	
Select your shipping option below. 2 Print Items: view details				Shipping Tax Subtotal	TBD TBD \$153.64	
Note: your eContent items are included in the total,	but no physical media will be shippe	id.		1 Marketplace Item Shipping	\$1.99 TBD	
UPS 2nd Day Air	\$15.57 Est. An \$27.54 Est. An	rival: Thu, Mar 22, 2018		Tax Marketplace Subtotal	TBD \$1.99	
UPS Next Day Air	\$43.98 Est. An	rival: Tue, Mar 20, 2018		Order Total	\$155.63	
UPS SurePost	\$11.30 Est. An	rival: Mon, Mar 26, 2018		Total	\$155.63	
Priority Mail	\$11.85 Est. An	rival: not available		Tax, if applicable, will be calcul page.Shipping fees do not app content. Access code products	lated on the next bly to digital s will be emailed	
** Arrival dates are estimations based on UPS deliv	ery zones. Deliveries may be made	earlier or later than date listed.		to you.		
Marketplace Seller: thrittbooks-con	1	1001	PRIOF			
Of Mice and Men, by Steinbeck, John		978-0-553-27824-8	\$1.99			
Standard Domestic - Continental	\$3.99 Est. An	rival: 4-14 Business Days				
Express Domestic - Continental	\$6.99 Est. An	rival: 3-6 Business Days				
** Shipping estimations are based on Marketplace s	eller shipping standards. Deliveries	may be made earlier or later than estimated	delivery range.			



#### PASO SEIS: ENTRE LOS DETALLES DEL PAGO

Verifique o entre su información de pago. Cuando esté listo para pagar, haga clic en Enter Student Detail (Entre los Detalles del Estudiante).

Por favor note: Si ha seleccionado una opción de alquiler, debe ingresar un número de tarjeta de crédito para asegurar el alquiler.

Hello, Jane Your Acc	ount • Log Out				≡ Menu	★ Voucher 🛛 📜	Cart (5)
			Checkout				
1. Shipping & Billing Address	2. Shipping Me	ethod	3. Payment Options	4. Stude		w & Submit Your Order	
	Voucher				You're saving \$14.0	02 today!	
Please note: You must use a credit car Card Type*	d with an expiration o	date of June 201 Card Number*	8 or later to rent these item	IS.	Your Order	View Cart	
Visa	\$	450012345678	3		4 items Shipping	\$153.64 \$11.30	
Expiration Date*			Security Code	What's This?	Tax Subtotal	\$8.29 <b>\$173.23</b>	
May 🛟	2021	\$	123		1 Marketplace Item	\$1.99	
* required			Save this card. (Security co	de will not be saved)	Shipping Tax Marketplace Subtotal	\$3.99 \$0.47 <b>\$6.45</b>	
Billing Address:			Edi	t Billing Address	Order Total	\$179.68	
Jane Doe, 2711 W. ASH STREET, CC	DLUMBIA, MO 65203	-0000, US, 5732	345313		Total	\$179.68	
Billing address must match address on your credi	t card/bank account.						
			⊖ Enter Studer	nt Details			

#### PASO SIETE: ENTRE LOS DETALLES DEL ESTUDIANTE

Para que su escuela verifique que todos los estudiantes hayan recibido sus materiales, se deben ingresar los detalles del estudiante.

Sin completar el paso Student Details (Detalles del Estudiante), su estudiante o estudiantes no pueden obtener acceso al Digital Content Shelf (Estante de Contenido Digital).

Primero, ingrese el nombre o nombres de todos los estudiantes que usarán sus materiales. Haga clic en Save (Guardar) después de cada nombre. Cuando haya terminado, haga clic en Next Step: Courses (Siguiente Paso: Cursos).



Hello, Jane	Your Account • Log Ou			≡ Menu 🛛 ★ V		
		Ch	eckout			
1. Billi	ng Address	2. Payment Options	3. Student Details	4. Review & Submit Yo		
OK, now it	s time to tell us	who is getting what		Your Order		
John Doe James Doe	johr jam	idoe@gmail.com esdoe@gmail.com	Edit Edit	Shipping Tax Subtotal		
First Name*	Las	t Name* E	Email Address* Required for eContent	Order Total Voucher pays		
*required			① Save	Balance Due		
Done adding students? Great, now let's review your course list. ONext Step: Courses						

A continuación, seleccione el nombre del alumno inscrito en cada curso. Cada estudiante debe tener su propio Digital Content Shelf (Estante de Contenido Digital).

Review your courses	
Choose the student's name from the drop downs for each that students are receiving their assigned course materia	ch class they are taking. Your school needs to verify als.
COURSE ID & DATES	STUDENT NAME
ALG1200 01/01/2018 - 05/01/2018	John Doe ✓ James Doe
BIO1200 01/01/2018 - 05/01/2018	James Doe
SOCS1200 01/01/2018 - 05/01/2018	James Doe
* Required	
Finished with classes? OK, now onto eContent	Next Step: eContent



Si ha seleccionado eContent, debe asignar cada título a un correo electrónico específico. Cuando haya terminado, haga clic en Review Your Order (Revisar Su Orden).

		ALG1200 • REQUIRED
		johndoe@gmail.com \$
	Biology	Biology (High School) - Online Access by: Miller
		BIO1200 • REQUIRED
		johndoe@gmail.com
		History Alive!: Ancient World - 1 Year Sub by: Bower
		SOCS1200 • REQUIRED
		janedoe@gmail.com johndoe@gmail.com
		✓ jamesdoe@gmail.com
		→ Review Your Order

#### PASO OCHO: ENVÍE SU ORDEN

Revise su saldo final, política de privacidad, términos de alquiler, términos de servicio y términos y condiciones de envío.

Cuando haya terminado, haga clic en Review Your Order (Revisar Su Orden). Su recibo y confirmación aparecerán en la página siguiente.

Por favor note: en la mayoría de las situaciones, su pedido será procesado y enviado dentro de las 24 horas. Una vez enviado, no se puede cambiar ni cancelar.

I have read and accept the Shipping Terms & Conditions, as well as the Privacy Policy & Terms of Service, and the Rental Terms & Conditions.		You're saving \$14.02 today!	
ayment Method:		Your Order	View Cart
PAYMENT TYPE Voucher		4 items	\$153.64
		Shipping	\$11.30
		Tax	\$8.29
Il items will be shipped to:	Billing Address:	Subtotal	\$173.23
ane Doe	Jane Doe	1 Marketplace Item	\$1.99
711 WESTASH STREET	2711 WESTASH STREET	Shipping	\$3.99
COLUMBIA, MO 65203	COLUMBIA, MO 65203	Tax	\$0.47
JS	US	Marketplace Subtotal	\$6.45
732345313	5732345313	Orden Tatal	¢170.00
		Order Total	\$179.68



## ¿Preguntas?

Llámenos al 1.800.325.3252 o envíe un correo electrónico a customerservice@bncservices.com

