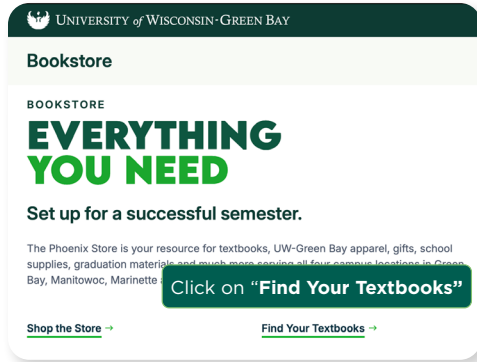


HOW TO ORDER COURSE MATERIALS



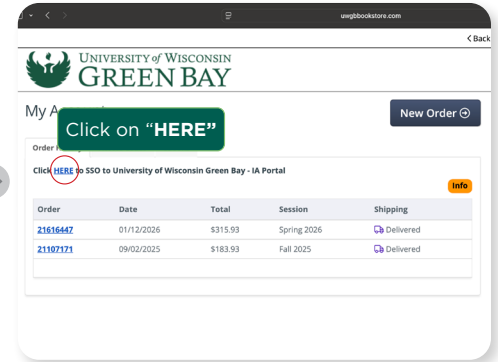
1. Go to uwgb.edu/bookstore

Click on the Find Your Textbooks link at the top of the page.



2. Log In

Access the Online Bookstore using your UW-Green Bay SSO credentials.



3. Before placing an order

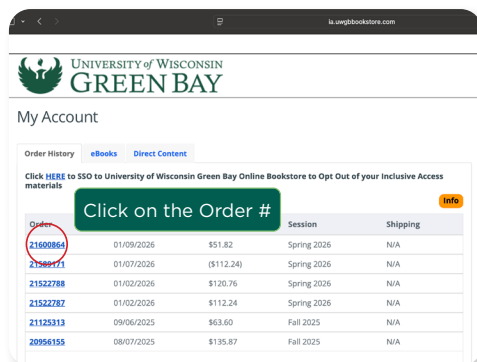
Check to see if any materials are offered as Inclusive Access (IA) courseware through the IA Portal.



WHAT ARE IA MATERIALS?

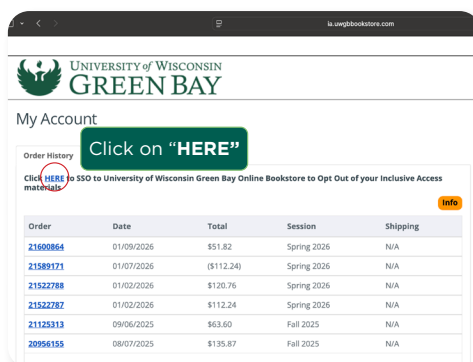
Inclusive Access (IA) courseware is a digital textbook or embedded course materials in Canvas that are made available to students often at a reduced price and charged directly to your SIS account. If your instructor has elected to provide IA materials, ***you do not need to purchase a physical textbook.***

If you would like to opt out from automatically receiving IA course materials, please see the Opt Out Tutorial.



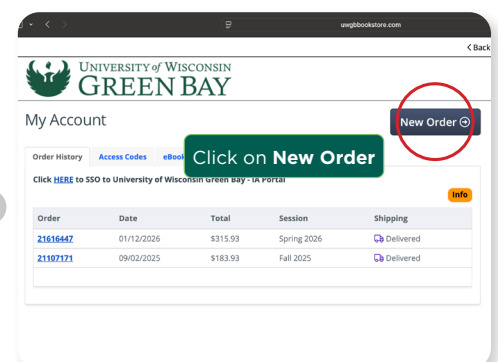
4. Check for IA Courses

Once you have accessed the IA Portal, orders will appear if you are enrolled in any IA courses. Click the blue order number to view your IA courses and charges.



5. Return to the Online Bookstore

Click on the "HERE" link at the top of the page.



6. Start your order

Click the **New Order** button. Your required course materials will automatically appear for each class.

7. Choose your format

Options may include printed textbooks, eBooks, digital, and Marketplace used textbook options. Once you have added your course materials to your cart, click the **Continue** button.

8. Review your cart

Make any desired changes. Click the **Continue** button when done.

9. Enter shipping information

Choose to ship your materials to the Phoenix Store or a residence. Enter your address if applicable. Click the **Continue** button when done.



WHERE SHOULD I SHIP MY ORDER?

Shipping to the Phoenix Store: Change the shipping address location to the University of Wisconsin-Green Bay in Step 9. Free shipping is available on all orders (no minimum).

Shipping to a residence: Enter your shipping address and preferred shipping method in Step 9. Free shipping is available to your residence for orders over \$45.

Marketplace orders do not qualify for free shipping and take up to three weeks to ship.

10. Select your payment method

You may charge your course materials to SIS, through a credit card, or split the payment. Enter the amount you would like to charge to each method in the boxes, and enter your credit card information if applicable. Click the **Place Order** button when done.

An email with your order details will be delivered to your UW-Green Bay email. Digital materials will be sent to you electronically.

11. Track your order

On the My Account page, click your order number. In the shipping column, click on the order status to view tracking information.

For questions about your order, visit [Ambassador's Help Center](#)
For any other questions, email bookstore@uwgb.edu