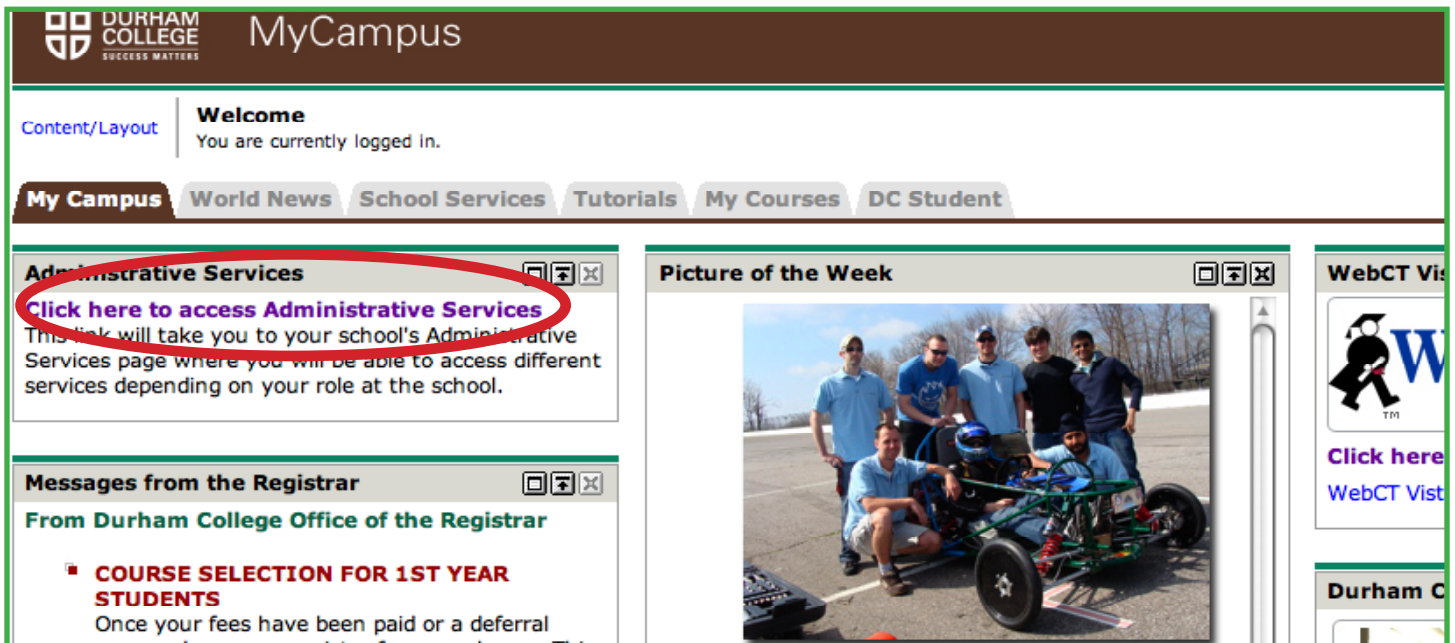


Tutorial: How to order books online and/or print your booklist.

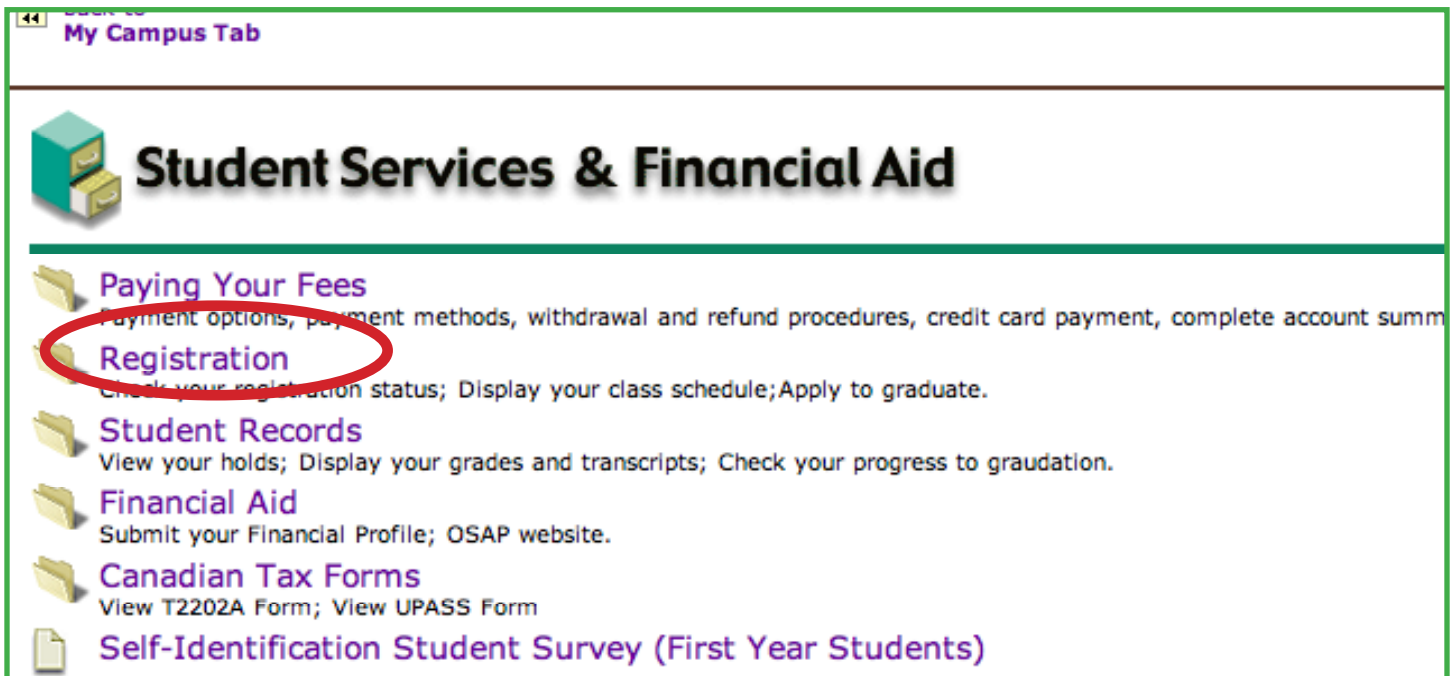
Step One: On the main MyCampus page, click *Click here to access Administrative Services*.



The screenshot shows the MyCampus homepage for Durham College. At the top left is the Durham College logo with the tagline 'SUCCESS MATTERS'. The main header area contains a 'Welcome' message stating 'You are currently logged in.' Below this is a navigation bar with tabs for 'My Campus', 'World News', 'School Services', 'Tutorials', 'My Courses', and 'DC Student'. The 'Administrative Services' tab is highlighted and circled in red. Below the navigation bar, there are several content blocks: 'Administrative Services' (with a red circle around the link 'Click here to access Administrative Services'), 'Messages from the Registrar' (with a sub-heading 'From Durham College Office of the Registrar' and a bullet point 'COURSE SELECTION FOR 1ST YEAR STUDENTS'), 'Picture of the Week' (featuring a group of students with a go-kart), and 'WebCT Vis' (with a 'Click here WebCT Vist' link). The Durham College logo is also visible in the bottom right corner.

Step Two: Click on *Student Information - Durham College*.

Step Three: Click *Registration*.



The screenshot shows the 'Student Services & Financial Aid' page. At the top left is a 'My Campus Tab' button. The main heading is 'Student Services & Financial Aid' with a folder icon. Below the heading is a list of service links, each with a folder icon: 'Paying Your Fees', 'Registration' (circled in red), 'Student Records', 'Financial Aid', 'Canadian Tax Forms', and 'Self-Identification Student Survey (First Year Students)'. The 'Registration' link is circled in red. The page has a green border.

Reminder: You must have registered for your courses before you can view your booklist.

Step Four: Select *Books for Term*.

- Registration Fee Assessment
- Timetable Selections
- Laptop Registration
- Personalized Exam Schedule
- Application for Graduation
- Books for Term**

RELEASE: 7.3.3

Step Five: Select DC Fall 2008. Click *Submit*.

Step Six: This is a list of your courses for Fall 2009. Click *To see your book list for the semester click here*. The link will open in a new window.


Books for Term

Courses currently enrolled in:

Course	Course Title
ENG 3307	PUBLIC RELATIONS BUSNSS WRITIN
DTP 3302	ELETRONIC PUBLISHING III
COPY 3301	P.R. COPYWRITING II
WKSP 3302	STRTGIC COMMUNICATIONS PLNNING
EDIT 2303	MAGAZINE DESIGN FOR P.R.
PRMR 3300	MEDIA RELATIONS
EMP 1301	ELECTRONIC MEDIA PRODUCTION

To see your book list for the semester click [here](#)

Step Seven: You have the option of printing this list off by going to *File* then *Print*.

OR you can click on the  symbol to buy those books online.

BE CAREFUL when clicking on these symbols as to not buy the same book twice!

This symbol will order ALL of the books for the COURSE.

This symbol will order only that book.



BOOKSTORE

TEXTBOOKS CLOTHING MEMORABILIA SUPPLIES

Books Keyword

Search

Textbook Search Results

Search Again

PFP 202 - Interpersonal & Group Dynam (POFJ) Instructor: Phillips, Kathy

Interpersonal & Group Dynamics (Required)
ISBN: 1552391574
Author: Unknown Publisher: Emond Montgomery
On Hand: 41 On Order: 93
Price: \$65.97
Used On Hand: 0

BUY BUY COURSE

Step Seven: Each time you click on the shopping cart symbol, you will be taken to the eSolution Basket. You will need to do this step each time you add books to your basket.

Oshawa Campus Bookstore

DURHAM COLLEGE SUCCESS MATTERS

Books Keyword Search

TEXTBOOKS CLOTHING MEMORABILIA SUPPLIES

FAQ's General Info Refund Policy Course Adoptions Home

eSolution Basket

Shipping Charges are subject to change dependant on weight of order to be shipped. Notification will be sent via email.

Title	Price	Tax	Qty	Subtotal	Remove
1. Duty Book Triform	\$4.69	GST & PST	1	\$4.69	<input type="checkbox"/>
For Course: PFP 204 - Law Enforcement Comm II (POFJ) (Required)					
2. Report It In Writing	\$55.75	GST	1	\$55.75	<input type="checkbox"/>
For Course: PFP 204 - Law Enforcement Comm II (POFJ) (Required)					
Total				\$ 60.41	+Tax

[Checkout](#) [Update Basket](#) [Empty Basket](#)

[Continue Shopping](#)

IMPORTANT NOTE ==> Please ensure that someone will be available to sign for package when it arrives.

Powered by Bookware3000 eSolution Designed by Melanie Graphics

Step Eight: Once you have double checked that all of your books are in your basket, click on *Checkout*.

Oshawa Campus Bookstore

DURHAM COLLEGE SUCCESS MATTERS

Books Keyword Search

TEXTBOOKS CLOTHING MEMORABILIA SUPPLIES

FAQ's General Info Refund Policy Course Adoptions Home

eSolution Basket

Shipping Charges are subject to change dependant on weight of order to be shipped. Notification will be sent via email.

Title	Price	Tax	Qty	Subtotal	Remove
1. Duty Book Triform	\$4.69	GST & PST	1	\$4.69	<input type="checkbox"/>
For Course: PFP 204 - Law Enforcement Comm II (POFJ) (Required)					
2. Report It In Writing	\$55.75	GST	1	\$55.75	<input type="checkbox"/>
For Course: PFP 204 - Law Enforcement Comm II (POFJ) (Required)					
3. Interpersonal & Group Dynamics	\$65.97	GST	1	\$65.97	<input type="checkbox"/>
For Course: PFP 202 - Interpersonal & Group Dynam (POFJ) (Required)					
Total				\$ 126.41	+Tax

[Checkout](#) [Update Basket](#) [Empty Basket](#)

[Continue Shopping](#)

IMPORTANT NOTE ==> Please ensure that someone will be available to sign for package when it arrives.

Step Nine: The next step has two parts. First, you will see a chart listing the books you are going to order along with their prices.

Then, as you scroll down the page you will see a section where you can create your account, this is the second step. Fill in your personal information; be sure to enter in your shipping address if it is DIFFERENT from your billing address.

eSolution Secure Checkout

Please note: There is no In-Store Pickup available at our Whitby Location

Title	Price	Tax	Qty	Subtotal
1. Duty Book Triform	\$4.69	GST & PST	1	\$4.69
For Course: PFP 204 - Law Enforcement Comm II (POFJ) (Required)				
2. Report It In Writing	\$55.75	GST	1	\$55.75
For Course: PFP 204 - Law Enforcement Comm II (POFJ) (Required)				
3. Interpersonal & Group Dynamics	\$65.97	GST	1	\$65.97
For Course: PFP 202 - Interpersonal & Group Dynam (POFJ) (Required)				
Subtotal				\$ 126.41
Plus Shipping based on destination				
Plus GST based on destination				
Plus PST based on destination				
Total				\$ 126.41

Login, if you already have an account.

Email Address:

Password:

[Forgot your password?](#)

If you don't, Create a New Account here:

Billing Address

Type of Order: Personal Order: Company Order:

*Email:

*First Name:

*Last Name:

Company:

*Address:

Address(continued):

*City:

*Province:

*Country:

*Postal Code:

*Daytime Phone: () Ext.

Fax: ()

* Indicates a required field.

Shipping Address

Shipping Address same as Billing? Yes: No:

Create a New Password

*New Password:

*Re-Enter New Password:

* Indicates a required field.

Step Ten: Once you have entered all of your information click *Submit Order*.

Step Eleven: The next page will allow you to enter your **credit card information**. You may choose the option of having your textbooks delivered to your door for a shipping cost of \$10 or you may pick up your order in the bookstore for a fee of \$5.