

Ordering Books Online

BEFORE YOU START, you need to have 4 important items of information:

- Make sure you have a copy of your **Class Schedule** with course name/number and instructor name.
- Make sure you know your **GOMail Address**. If you don't, please refer to the GOMail section at the bottom of this page to locate your GOMail address.
- Make sure you know your **Six-Digit Date of Birth** (MMDDYY). For example, if you were born on January 3, 1977 your six-digit date of birth would be 010377.
- Remember that you are considered a **Returning Customer** when you enter the Virtual Bookstore. When asked to select New or Returning Customer, **Select Returning Customer**.

To Order Books Online

1. Go to the **NFCC Website** www.nfcc.edu
2. Select **Virtual Bookstore** link (left side of screen)
3. Click on the **Click Here** link to enter the NFCC Virtual Bookstore
4. Click on the button **Shop by Course**.
5. Select a **semester**.
6. Find and click on your **subject tab** (top of page).
7. **Check the box** by course number and instructor.
8. Click on the **Submit Selections** button at the top of the page.
9. Choose **Buy New or Buy Used** for the needed books.
10. Add the selected items to your **Shopping Cart**.
11. Proceed to **Checkout**.
12. Log in as a **Returning Customer**
 - Email = GOMail address (Don't forget to include the extension @go.nfcc.edu)
 - Password = six-digit date of birth (MMDDYY)
13. Complete your **Billing and Shipping Address**. Make sure you put in a street address for your shipping address, as UPS does not deliver to the Post Office. Once you have entered your billing and shipping address the system will automatically select the least expensive shipping method.
14. Scroll down the page to the **Billing Information**.
 - a. **If you receive financial aid** you will see the award amount listed on the right side as a **Customer Credit**.
 - b. **If you do not have financial aid** you have two options for payment:
 - i. Pay by credit card.
 - ii. Bring a check or cash to the Business Office (Bldg.2) and they will set up a **Customer Credit** account for you to order books.
15. Follow the prompt at the bottom of the page and **Place Order**.
16. **Check your GOMail! eCampus will email you an Order Number and UPS Tracking Number so you can track your books at www.ups.com.**

To Locate Your GOMail Address

1. Go to the **NFCC Website** www.nfcc.edu
2. Select **myNFCC Information Network** (bottom of screen).
3. Click on **Enter Secure Area**.
4. **User ID** – This is your Student ID. Be sure to use upper case G + 8 digits.
5. **PIN Number** - First time users PIN number is your birthday (MMDDYY). You will be asked to change it.
6. Click **LOGIN**.

At the top of the page you will see the following:

- Your NFCC GOMail address is jstudent@go.nfcc.edu