



# Bookstore Ordering

**Website:** [www.KCUBookstore.com](http://www.KCUBookstore.com)

**Campus Store Phone #: 606/474-3200**

Select "Log in" and create an account for shopping and browsing. Use your KCU email and create the account in the student name. You will need to create your own password for this site. Now you are ready to order textbooks.

1. Textbook Tab->Order Textbooks
2. Select Correct Term, i.e. F20
3. Select Courses (you will need your schedule), i.e. **Department** – FND, **Section** 101-01
4. Add all courses to the list and then "View Materials"
5. Carefully review materials listed for each course, most are required but some list recommended or optional and select your "New" or "Used" preference. Some books require "New Only".
6. **Cengage Unlimited Access Card** – only one access card is required and it will cover all courses that have listed the access card as either required or optional. Multiple cards **ARE NOT** required and a physical text may be rented from Cengage for \$7.99 for the semester.
7. Once order is complete follow steps to check-out. Students may pay for books by credit card or request charges be added to their student account. If the student account is being charged, account number would be the Student ID #.
8. Pre-ordered books will be available for pick-up on Friday, August 14<sup>th</sup>. No books will be shipped.