A. Ordering Textbooks for a Holmes Online Course
   a. In MyHolmes, click on the eLearning icon.
   b. Click the Access My Textbook Information link in the eLearning Announcements Portlet.
   c. Click the link of the course for which you would like to order the textbook.
   d. Click “Check Availability” to order the textbook from the Holmes Bookstore.
e. Click “Add to Cart” to purchase the textbook.

f. To complete your order, click **Go to Cart**.

![Go to Cart button]

Your Cart summary will appear.

![Your Cart summary]

h. Indicate your textbook condition preference by selecting one of the options listed.

![Textbook condition preference options]

i. Click **Checkout**.
j. The Secure Checkout screen will appear. Select one of the following options:
   i. Returning Customers: Enter your email address and password and click Sign In
   ii. New Customers:
      1. Click Create Account and create an account OR
      2. Click Continue as Guest

![Secure Checkout Screen]

k. The Secure Checkout Delivery screen will appear. Select one of the Delivery Options, complete the required information, and click Next.
   i. Store Pickup: Select this option to pick up your books at the Holmes Bookstore.
   ii. Ship to Residence or Business: Select this option to have it delivered to your home. FedEx ground shipping using this option costs $7.50 and takes approximately 3 business days.

![Secure Checkout Delivery Screen]

l. Complete the Delivery Information.

m. Complete the Payment Information.
   i. Financial Aid: To purchase textbooks with Financial Aid, select Financial Aid as the Payment Type and enter your Holmes ID number.
      1. Financial Aid can only be used to purchase Course Materials and School Supplies.
      2. All orders with unapproved items will be cancelled.
      3. Financial Aid funds are verified at the time of the order. If money is not available, the order will be cancelled.
   ii. Credit/Debit Cards: All major credit cards are accepted.

n. Review your order and complete the process.
B. Ordering Textbooks for a non-Holmes Online Course

a. Access your MSVCC Hosted Course Profile for your schedule.

i. In MyHolmes, click on the eLearning icon.
ii. In the eLearning Registration portlet, click on CONFIRM Registration.
iii. The MSVCC Student Access page will appear. Enter the following information:
   1. Semester: Choose a Semester
   2. College: Choose Holmes Community College
   3. Email: Enter your Holmes student email address
   4. Student ID: Enter your Holmes Student ID (H#)

iv. Click Access Profile. Your Student Profile with textbook information for each course you are registered in will appear.

b. Email your schedule to your campus bookstore so the book can be ordered.
   i. Goodman – goodmanbookstore@holmescc.edu
   ii. Grenada – grenadabookstore@holmescc.edu
   iii. Ridgeland – ridgelandbookstore@holmescc.edu