



**Barnes and Noble Bookstore
Online Textbook Ordering Instructions**

1. Go to [Montevallo.bncollege.com](http://montevallo.bncollege.com)
2. Click on Textbooks located in the top left
3. Select Term, Department, Course, and section.
 - a. Example: Fall 2020 ENG 101-001 Term would be Fall, Department ENG, Course 101, and Section 001
 - b. Courses with no required or recommended materials will be highlighted in Red
4. Repeat Step 3 for the entire course schedule
5. Click Find Materials
6. Each class will list all required and recommended materials
7. Each book will have a drop down menu to select the format you would like your book in
 - a. New, used, rental digital
8. Repeat Step 7 for each book you see, any book you do not select a format for will not be in your cart. Some students get all their books at once and some get them over time.
9. Click add to cart.
10. Review your cart and click checkout
11. There will be a pop up window giving you more information about used books, you will need to click on "Continue to Checkout" to continue with your order
12. Then you have the choice of checking out as a guest or creating an account with us. Creating an account will keep your order history and rental information stored on your profile.
13. Input the student information for whom the order is for.
14. Select shipping options – pick up in store or UPS ground, 2nd day or next day
15. Select payment – If the student has excess financial aid or scholarships they can use those excess funds for books and supplies. Also, if you are renting books you HAVE to put in a credit/debit card. We need this to secure rental books, but you can still pay any other way you would like, including BN Gift Cards
16. Final review of your order and submit.

Questions? Contact:

Ben Varner

Bookstore Manager

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Barnes & Noble Bookstore
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