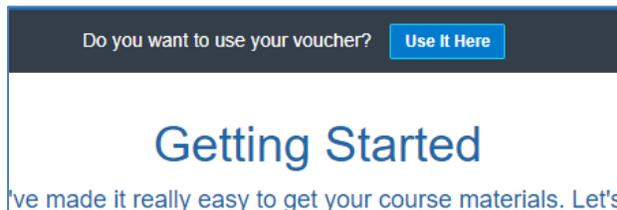
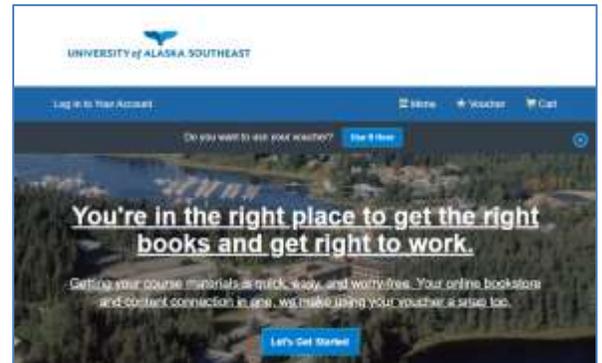


How to Find Required Materials for Classes

This tutorial will show you how to review the required materials for your courses and discuss different ways to obtain those materials.

1. Once you have registered for a course you will need to find the required texts or materials for that course. Go to the website <https://bncvirtual.com/ualaska> and select the button “Let’s Get Started.”



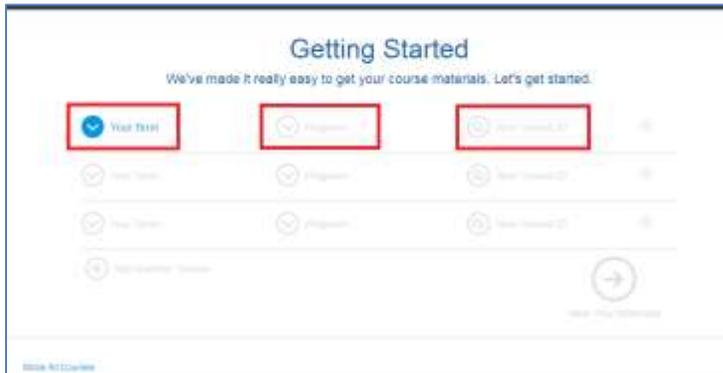
2. If you have financial aid or funding through the VA, you may be eligible for a voucher. Please contact the Financial Aid office (907-796-6255) or the VA certifying official, Deb Rydman (907-796-6368), to inquire about getting a voucher.

If you have a voucher to pay for your books, you can click on the blue “Use It Here” button near the top of the page any time between selecting your courses and before proceeding to checkout. **If you don’t have a voucher please continue to step 4.**

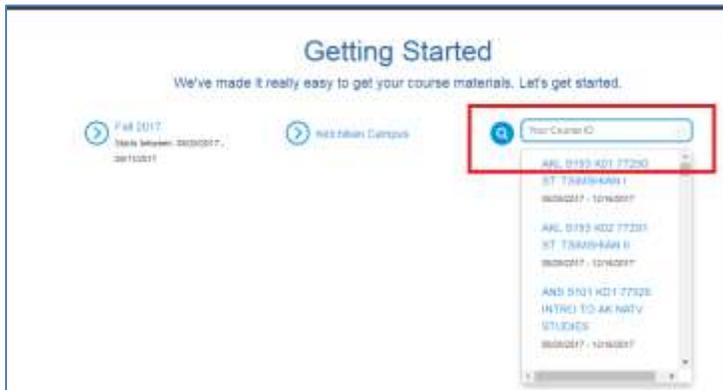
3. On this page you will need to enter your student ID number, voucher ID, and click “Access Your Funds.”

You should be returned to the page you left when you redeemed your voucher. If not, please contact the author of this tutorial to add a correction.

A screenshot of the "Ready to Redeem Your Voucher?" form. The heading is "Ready to Redeem Your Voucher?". Below it, it says "Paying with your Voucher or Student Financial Aid is easy. Just enter your Student ID and your Voucher ID. You'll be able to review the details on the next page." There are two input fields: "Student ID*" and "Voucher ID*" (with a link "Need this enabled again?"). Below the fields is a blue button that says "Access Your Funds". To the left of the form, there is a section titled "A few things to note:" with three bullet points: "You will need your Student ID and Voucher ID to log in. If you need your Voucher ID enabled again, click here.", "If your order exceeds your funds, or if certain items aren't covered, you can use a credit card for the balance.", and "For questions about your funds, please contact your school." A small asterisk indicates that the ID fields are required.

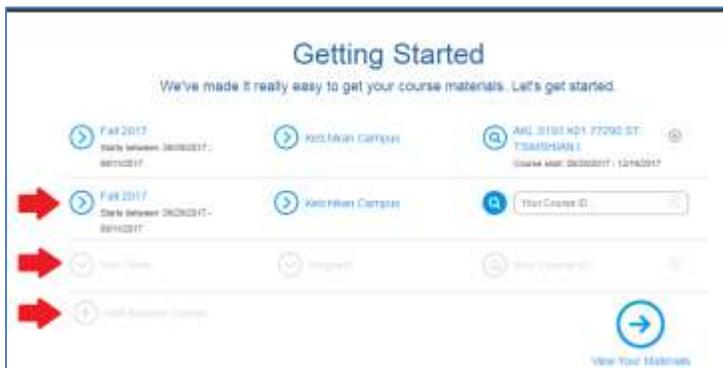


4. First, click "Your Term" and select the semester you will be taking courses in from the options presented.



Second, select the campus that your first course will be delivered from. For Juneau distance courses (JD1) select "Juneau-Distance Learning"; for local Juneau courses (J01) select "Juneau-Campus"; for any Sitka or Ketchikan courses select the appropriate campus.

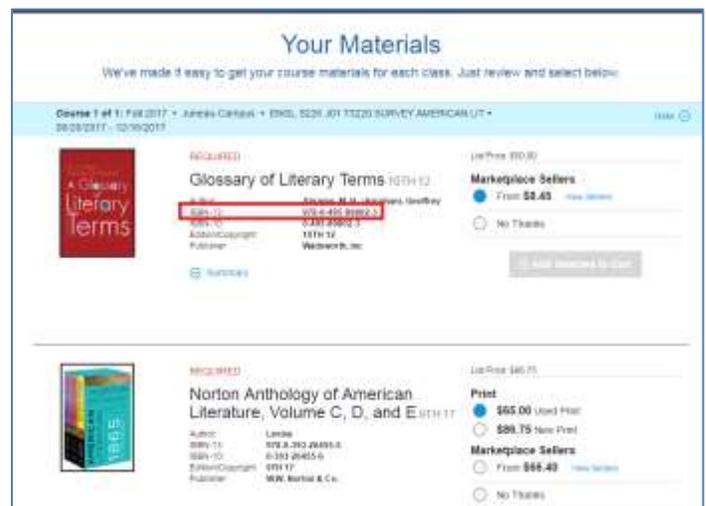
Third, click on the area to enter "Your Course ID" to see a list of courses being offered by the campus you selected for the semester you selected. Scroll down the alphabetical listing until you see your first course and click on the title.



5. After you identify your first course you can add other courses by filling in additional rows.

Click the blue arrow at the bottom right of the screen to view the materials for all the courses you have selected.

6. You should now see a list of books and/or materials for all the classes you're taking. You can either purchase the books through this retailer (MBS Direct) or else search their ISBN numbers in Amazon or another textbook retailer.



7. Above each book's title you will find red text saying the title is **required**, or red text saying that the title is **optional** (the vast majority of the books listed are required).

REQUIRED

Glossary of Literary Terms 10TH 12

OPTIONAL

Organic Chemistry: Short Course -
Study Guide with Solutions Manual
13TH 12

Course 2 of 3: Fall 2017 • Juneau-Campus • ART S105

No Text Required For This Course

8. If you see the words "No Text Required For This Course" it means that you've selected a course that either has no required readings **OR** that MBS Direct does not carry the books the instructor requires. Check with the instructor of the course in this situation.

9. In some cases you will see a book with the ISBN number missing or a note about the material being a set of 2 components. This usually means that either the book does not have an ISBN number or the item is actually a package of multiple materials. The package may be **only** available from this retailer (MBS Direct).

If you have questions about the package or book you should inquire about listing with the instructor of the class.

REQUIRED

Lingit X Einax Sa! Say It in Tlingit
2002

Author: Dauenhauer

ISBN-13:

ISBN-10:

Edition/Copyright: 2002

Publisher: Sealaska Heritage Foundation

Microsoft Office 2013 Try It! -
Package 2015

This is a set of 2 components created by the publisher

Author: Parsons

ISBN-13: 978-1-305-81207-9

ISBN-10: 1-305-81207-7

Edition/Copyright: 2015

Publisher: Course Technology, Inc.

List Price: \$25.00

Print

\$25.00 New Print

No Thanks

+ Add Selected to Cart

10. To purchase books/materials from this retailer click the “Add Selected to Cart” button, near the bottom right of each material you would like to purchase.

When ready to checkout, scroll down and click the “Proceed to Checkout” arrow at the bottom right of the webpage.

11. You will be taken to a page where you can review all the books/materials currently in your cart and the total price. **NOTE: the total price listed on this page DOES NOT include the price of shipping.**

To view the cost of shipping click “Check out now.” At this point you will need to sign in or create an account if you do not have one already.

Your Cart

Great - we're ready to wrap up your order. Just review your cart and head to checkout.

1 MBS Direct item in your cart. [Add More Items](#)

ITEM	FORMAT	QTY	TOTAL
 <p>Dictionary of Thingit 2009 by EDWARDS ISBN: 978-1-4404-0127-5 Edition/Copyright: 2009 Fall 2017 • Juneau-Distance Learning + AKS, S195 JD1 728PGS ELEMENTARY THINGIT I + 08282017 - 1216/2017 + REQUIRED</p>	New	1	\$25.00

Check out now

Your Order

1 MBS Direct item	\$25.00
Shipping	TBD
Tax	TBD
Total:	\$25.00

Balance Due \$25.00

Shipping and tax, if applicable, will be calculated in checkout. Access code products will be emailed to you.

Check out now

OR

Check out with **PayPal**

Welcome to your online bookstore!

We have all the course materials you need for your classes this term. Using your financial aid is a snap. So, let's get you logged in.

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Existing Customers
Great to see you again. Log in below.

Email Address*

Password* Please use Password

*Required

Remember your email address

Log In Now

New Customers
It's easy to create an account. Let's get started.

First Name* Last Name*

Email Address*

Password* Confirm Password*

*Required

must be U.S. residents, 18 years and numbers only

I have read and accept the Privacy Policy & Terms of Service

Create Your Account

12. After you have logged in or created an account, you will need to agree to the MBS Direct Terms of Service statement and enter your billing and shipping information before you can see the shipping costs for the item(s) you want to purchase.

13. Now you can select a shipping method and view the cost of shipping for each method.

Priority Mail is usually the cheapest (and slowest) method. If you are in a rush, it may be worthwhile to select one of the quicker (and more expensive) shipping methods.

Once you've selected a method, click "Select Payment Option."

The screenshot shows the 'Checkout' page with the 'Shipping Method' step selected. The page is divided into three main sections: 'Your Shipping Method', 'Your Order', and a 'Select Payment Option' button.

Your Shipping Method

All items will be shipped to this address: [Edit Shipping Address](#)

Select your shipping option below.

1 MBS DIRECT Print item:

ITEM	ISBN	PRICE
Dictionary of Things 2008, by EDWARDS	978-1-4404-0127-5	\$25.00

Shipping options:

- UPS Ground \$53.60 Est. Arrival: Fri, Jun 2, 2017
- UPS 2nd Day Air \$57.30 Est. Arrival: Tue, May 30, 2017
- UPS Next Day Air \$91.85 Est. Arrival: Fri, May 26, 2017
- Priority Mail \$17.15 Est. Arrival: not available

** Arrival dates are estimates based on UPS delivery zones. Deliveries may be made earlier or later than date listed.

[Select Payment Option](#)

Your Order [View Cart](#)

1 MBS Direct Item	\$25.00
Shipping	TBD
Tax	TBD
MBS Direct Subtotal	\$25.00
Order Total	\$25.00
Balance Due	\$25.00

Tax, if applicable, will be calculated on the next page.

The screenshot shows the 'Checkout' page with the 'Payment Options' step selected. The page is divided into three main sections: 'Payment Options', 'Your Order', and a 'Review Your Order' button.

Payment Options

Card Type* Discover Visa Mastercard American Express PayPal Merchant

Card Number*

Expiration Date* / Security Code*

* Required Save this card. Security code will not be saved.

Billing Address:

Billing address must match address of your credit card/bank account.

[Review Your Order](#)

Your Order [View Cart](#)

1 MBS Direct Item	\$25.00
Shipping	\$17.15
Tax	\$0.00
MBS Direct Subtotal	\$42.15
Order Total	\$42.15
Balance Due	\$42.15

14. Now you will need to enter your billing information and when you are finished, click "Review Your Order."

For additional instructions, please see the following YouTube video "Tech Tip: Order Books Early": <https://www.youtube.com/watch?v=F9yynJVXUxU&feature=youtu.be>

Please contact Elisabeth Genaux (907-796-6076 or edgenaux@alaska.edu) if you have comments, corrections for this document, or additional questions about this procedure.