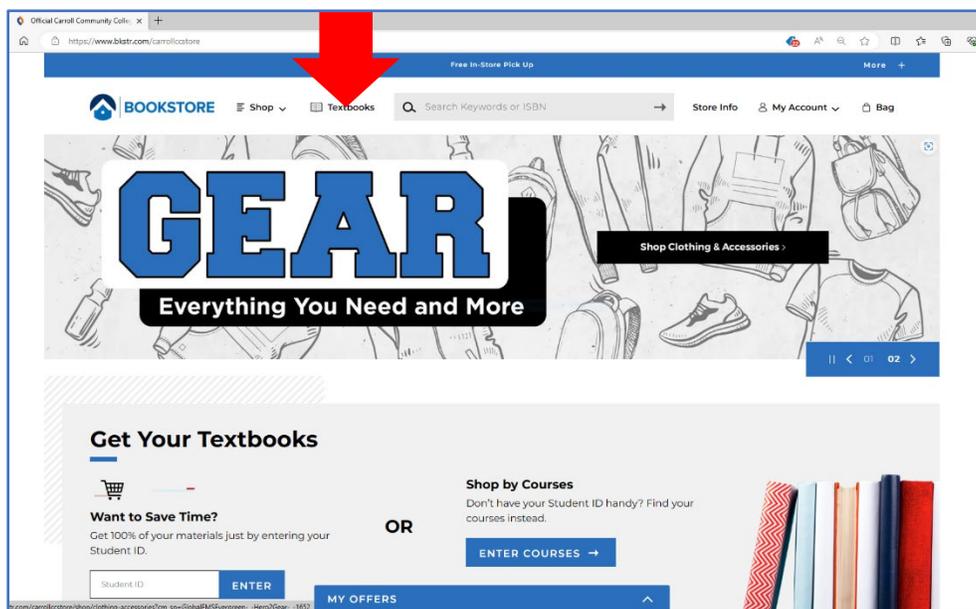


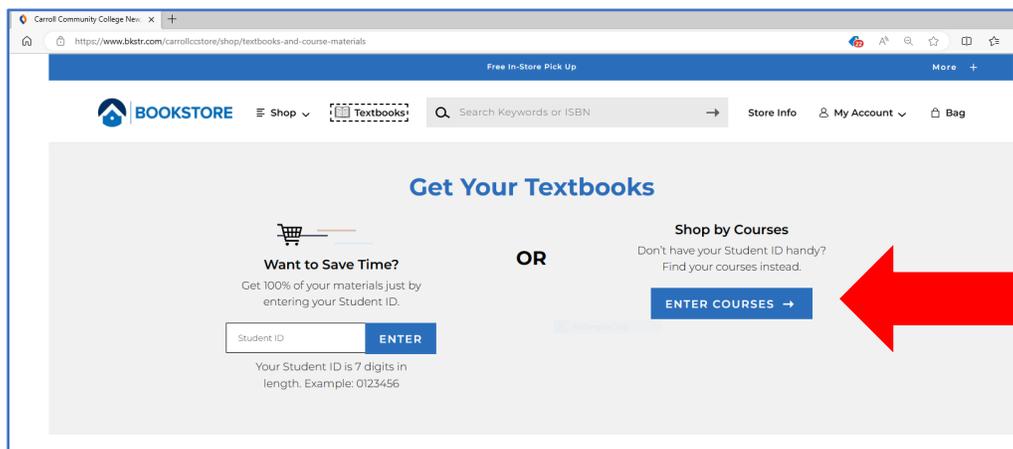
# Carroll County Public Schools Dual Enrollment Book Ordering process at Carroll Community College

***Books can be ordered from 8/14/23 - 9/30/23***

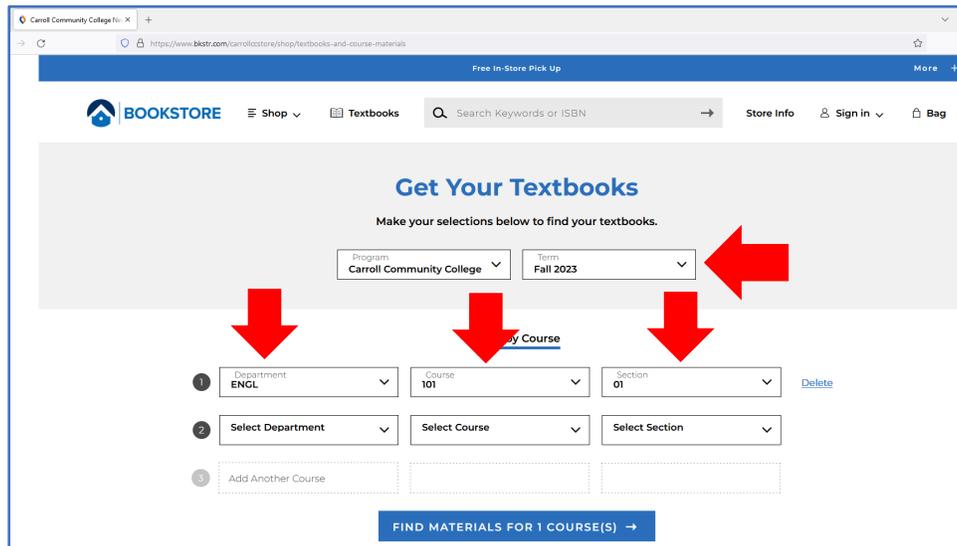
1. Students can order textbooks through the Follett bookstore at Carroll Community College. There are two options:
  - a. Visiting the bookstore on the Carroll Community College campus to order in person; Or
  - b. Logging into the Follett bookstore online at: [Carroll Community College Bookstore](#)
2. To order online follow the directions below: Click on Textbooks link at the top of page (*Note red arrows for location*). You can also click on Student Id at lower left corner of screen. DO NOT USE YOUR CCPS email address during this process! Your CCPS email won't allow incoming messages.



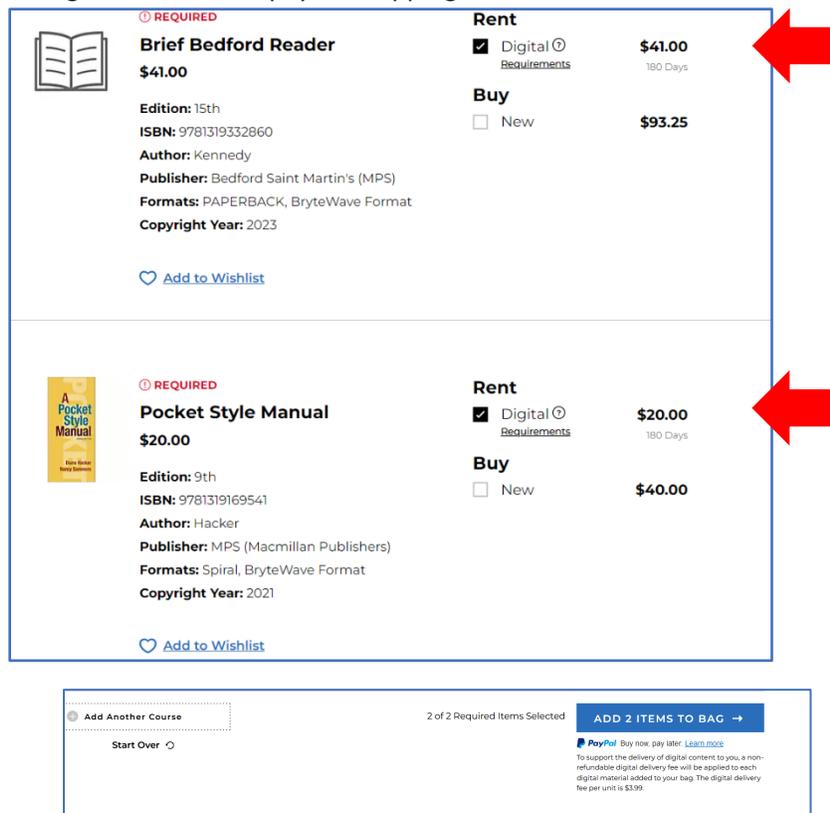
3. Click on Enter Courses.



- Select Term, Department, Course, and Section and then click on Find Materials For 1 Course (You can select multiple courses before clicking on Find Materials for 1 Course.)



- Select required materials and click on Add items to Bag.
  - If there is an e-book available, please order the e-book for your courses. You will choose Rent – Digital for this option. **YOU MUST USE YOUR CARROLLCC.EDU EMAIL ADDRESS.**
  - If there is no e-book, please buy a used textbook when possible. If no used textbooks are available, buy a new book. **Do not choose the option to rent for a physical textbook!**
  - If a physical book is ordered, it must be picked up in the bookstore at Carroll Community College. CCPS will not pay for shipping books.



6. Click on Continue Shopping or View Bag & Checkout.

**2 Items have been added to your bag from your course list**

	<b>Pocket Style Manual</b> ENGL / 101 / 01 Instructor Robert Care <b>Selection:</b> Rent Digital 180 Days	<b>\$20.00</b>
IMAGE NOT AVAILABLE	<b>Brief Bedford Reader</b> ENGL / 101 / 01 Instructor Robert Care <b>Selection:</b> Buy New	<b>\$93.25</b>

**Your Bag (2): \$113.25**

[CONTINUE SHOPPING](#) [VIEW BAG & CHECKOUT →](#)

7. Click on Checkout.

Free In-Store Pick Up

**BOOKSTORE** Shop Textbooks Search Keywords or ISBN Store info Sign in Bag(2)

### My Bag (2)

IMAGE NOT AVAILABLE	<b>Brief Bedford Reader</b> Carroll Community College > Fall 2023 > ENGL > 101 > 01 <b>Selection:</b> Buy New <b>Edition:</b> 15th <b>ISBN:</b> 9781319332860 <a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Save For Later</a>	<b>\$93.25</b>
	<b>A Pocket Style Manual</b> Carroll Community College > Fall 2023 > ENGL > 101 > 01 <b>Selection:</b> Rent Digital <b>Edition:</b> 9th <b>ISBN:</b> 9781319327569 180 Days <a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Save For Later</a>	<b>\$20.00</b>

### Order Summary

Original Price \$113.25  
Digital Delivery Fee (1 item) \$3.99  
**Subtotal \$117.24**

[PayPal](#) Pay in 4 interest-free payments of \$29.31. [Learn more](#)

[Have a promo code?](#)

[CHECKOUT →](#)

**We Accept**  
Financial Aid/CCPS Dual Enrollment



FYI: You may receive your order in multiple shipments from different locations.

8. Click on Proceed to Checkout.

**A Note from Your Campus Store Team**

We will make every effort to fulfill your order with the textbook condition you have selected (e.g. Used/New). There's a small chance the condition you selected is unavailable at the time we process your order. If this happens, to serve you sooner, we will replace it with the other Used/New condition (if available), and your final order total may be higher or lower than your displayed order total. If you are unhappy with the replacement, please contact us and we would be happy to assist you. Thank you for shopping with us and have a safe and successful year.

[PROCEED TO CHECKOUT](#)

9. You can enter your Carroll email and password or Continue as Guest.

The screenshot shows the BOOKSTORE checkout page. On the left, there is a 'Sign In' section with a 'Back to Bag' link. Below it, there are input fields for 'Email Address' and 'Password'. A 'Keep Me Signed In' checkbox is checked. At the bottom of the sign-in section, there are three buttons: 'SIGN IN →', 'Create Account', and 'Continue As Guest'. A red arrow points to the 'Continue As Guest' button. On the right, the 'Order Summary' shows a subtotal of \$113.25, a digital delivery fee of \$3.99, and a total of \$117.24.

10. Enter Carroll email address, Captcha and Proceed to Delivery Method.

The screenshot shows the 'Continue As Guest' section of the checkout page. It prompts the user to 'Enter your email address for the order.' There are two input fields: 'Email Address' and 'Confirm Email Address'. Below these is a checkbox for 'I'm not a robot' with a CAPTCHA image. A 'PROCEED TO DELIVERY METHOD' button is at the bottom. A red arrow points to the 'Email Address' field, another red arrow points to the 'I'm not a robot' checkbox, and a third red arrow points to the 'PROCEED TO DELIVERY METHOD' button. The 'Order Summary' on the right remains the same as in the previous screenshot.

11. Click on Pick Up (Free) and then Proceed to Payment Method.

The screenshot shows the 'Delivery' section of the checkout page. The 'Continue As Guest' section is now populated with the email address 'kdavis@carrollcc.edu'. Under the 'Delivery' section, there are two options: 'Pick Up (FREE)' and 'Ship to an Address'. The 'Pick Up (FREE)' option is selected, and a red arrow points to the 'Carroll Community College Bookstore' delivery location. The 'Order Summary' on the right remains the same.

12. Click on Financial Aid/CCPS Dual Enrollment and then enter your Student ID number. This should be a 7-digit number assigned to you by Carroll Community College. The Carroll ID# can be found in the following ways.

- Received in an email message after applying to Carroll to activate the Carroll student account;
- From the paper Welcome Letter sent to the home address; or
- Logging into the [applications portal](#) using the personal email the student applied with to view their electronic admissions letter.

The screenshot shows a 'Payment' section on the left and an 'Order Summary' on the right. In the 'Payment' section, the 'Financial Aid/CCPS Dual Enrollment' option is selected. Below it is an 'Account Number' input field with a red arrow pointing to it. A 'FIND ACCOUNTS' button is below the input field. Further down, there are options for 'Gift Card' and 'Credit / Debit Card' with logos for VISA, Mastercard, Discover, and American Express. At the bottom of the 'Payment' section, there are 'PayPal' and 'Pay Later' buttons. A red arrow points to the 'PROCEED TO CONTACT INFORMATION' button at the bottom of the page. The 'Order Summary' on the right lists: Subtotal (2 Items) \$113.25, Digital Delivery Fee (1 Item) \$3.99, Delivery (Pick Up) FREE, and Estimated Tax \$6.80, with a total of \$124.04.

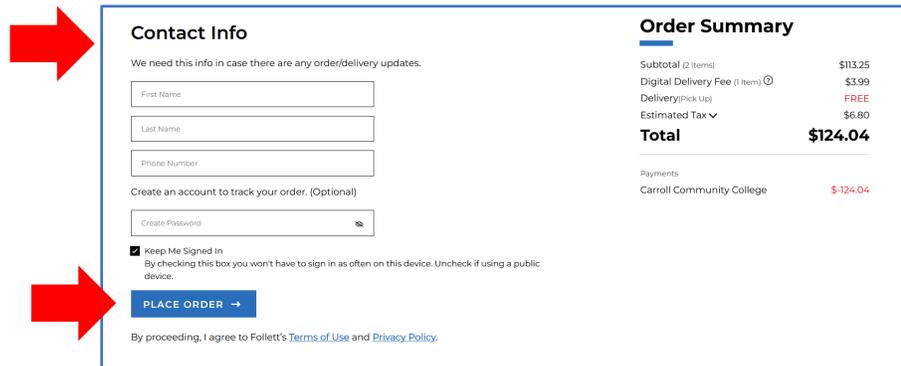
13. Click on agree to Terms & Conditions then, Click on Confirm.

The screenshot shows the 'Financial Aid/CCPS Dual Enrollment' section. It displays account information for 'Carroll Community College' with an available credit of \$500.00 and an online end date of 7/31/23. Below this, there is a checkbox for 'I agree to Terms & Conditions for this account' and a 'CONFIRM' button. A red arrow points to the 'CONFIRM' button. At the bottom, there is a link that says 'I don't see my account/aid listed'.

14. System will show Credit Applied to purchase.

The screenshot shows the 'Financial Aid/CCPS Dual Enrollment' section. It displays account information for 'Carroll Community College' with an available credit of \$500.00 and an online end date of 7/31/23. Below this, there is a green checkmark and the text '\$124.04 Applied' with a 'Remove' link. A red arrow points to the '\$124.04 Applied' text. Below this, there is a note: 'Important: The funds will be deducted from your account only after your online order is processed.' At the bottom, there is a link that says 'I don't see my account/aid listed' and a 'PROCEED TO CONTACT INFORMATION' button.

15. Enter contact information and place order.



**Contact Info**

We need this info in case there are any order/delivery updates.

First Name

Last Name

Phone Number

Create an account to track your order. (Optional)

Create Password

**Keep Me Signed In**  
By checking this box you won't have to sign in as often on this device. Uncheck if using a public device.

**PLACE ORDER** →

By proceeding, I agree to Follett's [Terms of Use](#) and [Privacy Policy](#).

**Order Summary**

Subtotal (2 Items)	\$113.25
Digital Delivery Fee (1 Item) ⓘ	\$3.99
Delivery(Pick Up)	FREE
Estimated Tax ▼	\$6.80
<b>Total</b>	<b>\$124.04</b>
Payments	
Carroll Community College	<del>\$-124.04</del>

16. After order is placed, you will receive further communications from Follett Bookstore regarding your order.

**Bookstore Phone Number – 410-386-8447**