1. Go to bookstore.whitman.edu and click on “Textbooks” from the menu

2. Read Textbook Policy - then click “Proceed to Textbook Ordering”

3. Select Depart.
4. Select Course

5. Click View Your Materials

6. click “Print Book List” or to purchase click book choice then Add to Cart

Note: only select one format when purchasing.

7. click “Continue Checkout” review order and click “Continue Checkout”
8. click **answer** in popup box then click **“Continue”**

9. click **make a choice** in popup box then click **“Continue”**

10. click **make a choice** in popup box then click **“Continue”** and review your order

11. Payment **“Payment Option”**

12. **“Verify Credit Card Billing Address”**

   **Note:** If this is your first time you will be prompted to enter a Billing Address.

13. If you are in Walla Walla select **Pickup Order**, we will deliver through the post office.

   Otherwise click **“Ship Order”** to have them shipped to you.

   If you’ve ordered a digital book you will receive an email with the activation code and instructions on how to activate your book. Be sure to check your spam folder for the email.
14. Enter/Verify shipping address click “Continue”

Note: if this is your first time you will be prompted to enter a shipping address. If the shipping address is the same as click the ADD THIS

15. Textbook Shipping is calculated “Continue”

Note: International orders will be calculated based on FedEx International Rates at time of processing.

16. Choose Payment Option - you can pay with a Credit Card, bookstore Gift Card or charge your student account.
   - Credit Card - fill in all requested information
   - Pay at Store - to use this option you must put a note in the “Order Comments” “I give the bookstore permission to charge my student account.”
   - Gift Card - enter card number and scratch the covered pin number at the end of the number to retrieve the pin.

Note: You will have to enter a Credit Card number in case the Gift Card limit doesn’t cover the purchase. You may use multiple Gift Cards.

17. The order is totaled on right side of screen. After entering payment information click “Submit Payment”

Note: wait for confirmation to popup. PRINT Confirmation

After your order is placed you will receive an email saying it was received - if you do not get the email within an hour please call the bookstore at 5093527.5274.

After your order has been processed you will receive an email confirming it has been completed and is shipping or ready for pickup.

You will receive an email for each digital title with instructions for activating your purchased book. Activation instructions follow on next page.
Activate Digital Books

1. Go to bookstore.whitman.edu and click on My Account

2. Fill in your Whitman Email and password then click Login

3. click Activate And Access eBooks

4. The dropdown box - Access Content gives you a choice of Book Info or Access.

   Book info - this has general info, Digital Rights and Summary of book - as well as publisher and who is providing the digital material - RedShelf or VitalSource.

5. Read and agree to Terms Use

6. Read and agree to Privacy Notice

7. Click Age Verification

8. Then Click Accept and Continue

Once you have completed the above steps you will then be on the suppliers website -- RedShelf or VitalSource and they will support your use of their products.

Thank you for using your Whitman College Bookstore.