

# Print Option Ordering Instructions

*Follow these steps to create a bookstore account and book your course materials!*

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1. Log into the Barnes and Noble portal at [IvyTech.BNCollege.com](http://IvyTech.BNCollege.com) and create an account using your [@ivytech.edu](mailto:@ivytech.edu) email.
2. Grab your course schedule and click on “[Find Course Materials & Textbooks](#)” in the navigation menu.
3. [Choose your campus](#) from the green drop-down menu.
  - For IvyOnline sections, pick the IvyOnline campus
  - Not sure what home campus to use? Get help [here!](#)
4. [Select your term.](#)
  - For print options, select term with PRINT OPT
  - For IvyOnline State-Wide courses, select IvyOnline PR term
5. Select your [department, course #, and section.](#)
6. Click “[Retrieve Materials](#)” and [add your selections to your cart.](#)
7. Proceed to your cart to [review your items and select your delivery method for any printed materials.](#)
  - Printed materials can be picked up at any Ivy Tech bookstore or shipped directly to you
8. [Finish checkout!](#)
  - Digital textbooks will be available in your IvyLearn bookshelf 2 days before the start of class.

# Checking Out and Applying Financial Aid

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1. In the payment method options, [select financial aid and enter your student ID/C#](#) to apply available student financial aid funds to your order.
2. Click “[Proceed to Checkout](#)” and apply other payment methods if necessary.
3. [Review your cart, delivery method for any printed materials, and payment information.](#)
4. Once everything is correct, [place your order.](#)

For more information visit  
[IvyTech.edu/Bookstore](http://IvyTech.edu/Bookstore)