

**INSTRUCTIONS FOR ACCESSING VIRTUAL BOOKSTORE**

1. Go to the DCC website -- [http://www.dallas.edu](http://www.dallas.edu/)
2. Click “Virtual Bookstore” under “Quicklinks” (near the middle of the page).
3. Click “Order Textbooks.”
4. Under “Select Your Courses,” pick the appropriate semester/format from the dropdown.
5. Using a list of your courses, pick each department one by one.
6. As each department’s classes are displayed, click “Add Course” at the end of the line of each course you’re taking.
7. When you’ve added all your courses, click “Finished Adding Courses.”
8. The required textbooks will be displayed.
9. Click the radio button to purchase the book(s). Most books will have a choice of new or used.
10. When finished, click “Add to Cart.”
11. To buy more books, click “Continue to Shop.”
12. Proof your order, then click “Proceed to Checkout.”
13. When logging in:
* If you have financial aid money in your My Account, always login as a returning customer.
* If you are using your own money, login as a new customer the first time, then as a returning customer each time thereafter.

**Financial Aid:** To use your financial aid for Virtual Bookstore purchases, contact the Financial Aid office, 972-241-3371 ext 105, or e-mail finaid@dallas.edu.

* To login when you have financial aid money in your My Account, your password is your last name plus the last four digits of your social security number.
* The user name may be your ID number or your e-mail address.