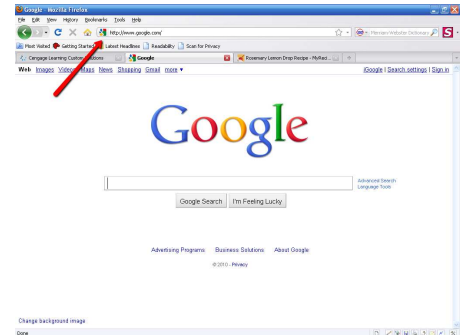


Instructions for Purchasing Textbooks on the T.E.A.C.H./Cengage Microsite

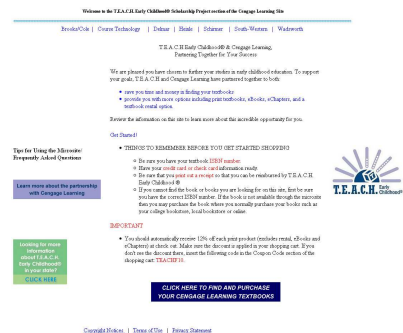
How do I purchase a textbook from the Cengage Learning/T.E.A.C.H. microsite?

- Before you get started be sure you have the following:
- Your textbook ISBN number(s)
- Your credit card or check card information

Step 1: Linking to the microsite. Link to the T.E.A.C.H./Cengage Brain microsite by typing or pasting the following web address into your web browser address bar (i.e. Explorer, Mozilla): www.cengage.com/custom/teach/.



Step 2: Getting familiar with the microsite. Read through the information on the microsite before starting to shop. Then click on the blue box at the bottom of the page to begin shopping for your materials and to receive the T.E.A.C.H. discount.

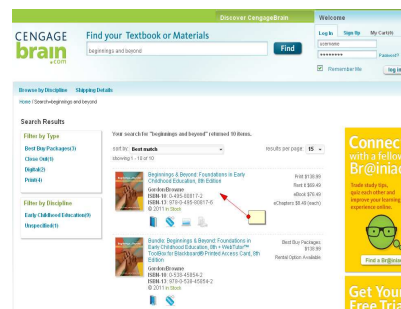


Step 3: Searching for your materials. You will be directed to the Cengage Brain online store to begin purchasing your materials.

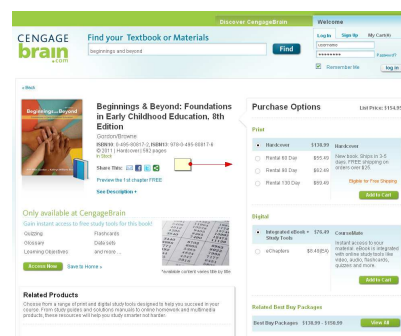


Step 4: Using the college course syllabus, determine which materials are required for your course. Enter the **ISBN#** for the required textbooks for that course in the search box. The ISBN (International Standard Book Number) is a 10 or 13-digit number that uniquely identifies each and every book. This number ensures that you are purchasing the correct edition of the textbook for your class. The ISBN number should be available on your class syllabus. While the website allows you to search by author or title, using the ISBN number is the **BEST** way to ensure you get the right book. Then click **FIND**.

Step 5: Selecting the correct materials. You may be provided with several options for purchase at this point. Be sure to select the correct edition by double checking the ISBN number. Then click on the title.

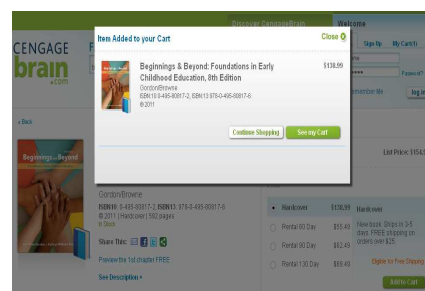


Step 6: Selecting the format of your materials. When you have found your selection you will be able to choose the format that you want to purchase by clicking on the corresponding icon. Depending on the selection, you may be given possible formats of buying a textbook, renting a textbook, purchasing an e-Textbook (or electronic textbook), or purchasing selected e-Chapters. Please note that not all formats may be available for all titles.



Step 7: Once you have chosen the format, select “Add to Cart” on the right hand side just below the purchase options.

Step 8: Continuing to shop or checking out. If you have more materials to purchase, choose “Continue Shopping” from the pop up box and you will be directed back to a search page. Return to Step 4 and follow instructions through Step 7. If you have completed your shopping and are ready to check out, choose “See my Cart”.

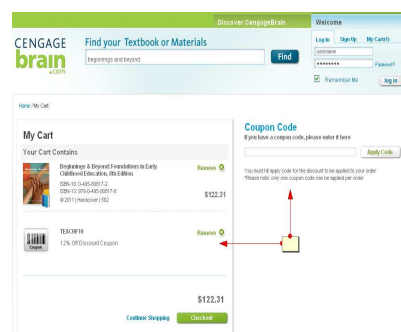


Step 9: Viewing your cart. Once you have finished shopping select “See my Cart”. Check to be sure that all of your materials are in the cart. If you have purchased any printed textbooks you should see the T.E.A.C.H. coupon code in the cart on the left hand side.

REMEMBER:

1. If you have purchased rental books, e-Textbooks, e-Chapters or other non printed textbooks, the discount will not apply. You will still be reimbursed by T.E.A.C.H. for materials approved for your courses.
2. If you have purchased printed textbooks and do not see the coupon code in the shopping cart, put the code (TEACHF10) in the Coupon Code box on the right and click apply code.

NOTE: When you see the bar code symbol in the cart, you will not see a dollar amount on that line. The discount has already been applied to your purchase.



Step 10: Signing in or creating an account. If you have purchased materials at CengageBrain previously, simply log in on the right hand side. If this is your first purchase on CengageBrain, you will need to create an account. Fill in all blanks that have a red asterisk next to them. Be sure to keep your username and password somewhere safe so you can use it again.

You will be asked to choose the institution you attend. This section can be confusing. Be sure to enter:

1. The type of institution (2-year, 4-year, etc)
2. The approximate distance your college or university is from where you live (you can leave this blank if you don't know, but if you select "30 miles" it will help in identifying your school.
3. The state and city you live in or your zip code.
4. Then click search. If your college appears in the list, click the circle next to the name and click select. If your college does not appear, click on 'enter it' at the bottom of the pop up box and you will then be able to enter the name of your school.
5. Finish this page by selecting "I have read and agree to the Terms of Service" and click on Continue.

Next you will be asked for additional contact information. Fill in all of the boxes with a red asterisk next to them. You will be asked to select your time zone. For the United States, select either Pacific (US and Canada); Mountain (US and Canada); Central (US and Canada); or Eastern (US and Canada).

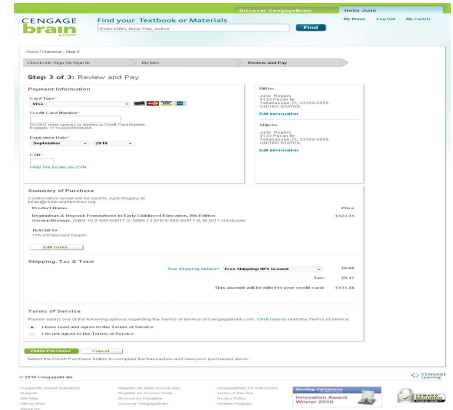
To complete this section, fill in the boxes with your billing and shipping address information. **NOTE:** Your billing address is the address where your credit card statement is sent and your shipping address is where you want your materials shipped. If they are the same address, you can click, "Same as bill to" on the top right side of this section of the form. Click continue.

Step 11: Reviewing your order and paying.

Choose your payment type and fill in all of your credit card or check card information.

Next be sure that your order is correct.

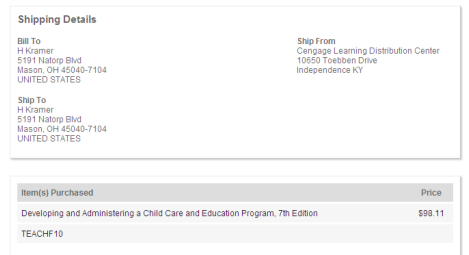
1. If it is not correct, click “edit order”, which will allow you to go back and delete or add materials.
2. If your order is correct, select “Finish purchase” at the bottom of the page.



Step 12: Receiving you confirmation number: Once your purchase is complete, a confirmation number verifying your purchase will be available. Write down your confirmation number in a safe place in case you need to refer to it later.



Step 13: Viewing and printing your receipt. From the confirmation page you can either click on “View your order” or “Print your receipt”. Once your receipt is on your screen, click on “Print your receipt”. Once your receipt is printed, you can submit it to your T.E.A.C.H. counselor for reimbursement. A copy of the receipt will also be mailed to you.



CART TOTAL:	\$98.11
TOTAL TAX:	\$5.38
TOTAL SHIPPING:	\$0.00
TOTAL:	\$104.49

