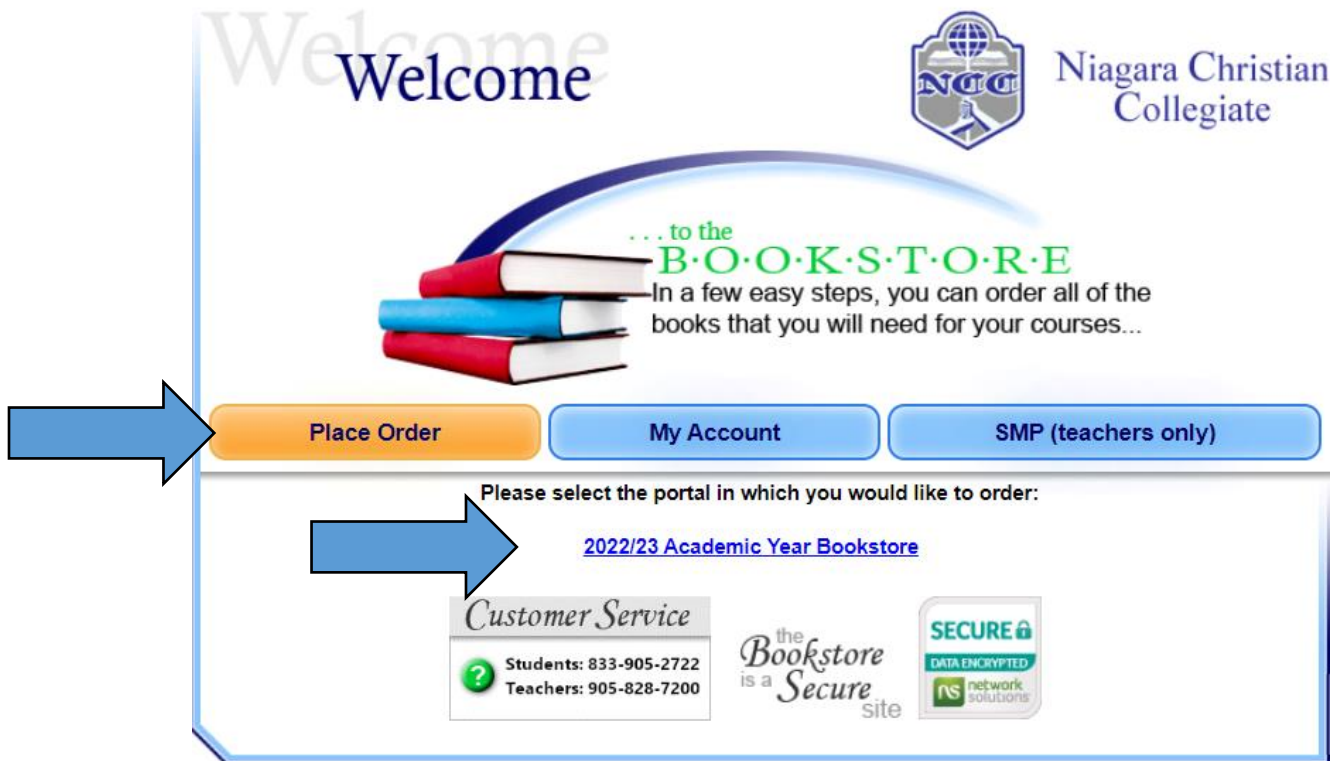


HOW TO ORDER TEXTBOOKS FROM CANADIAN SCHOOL BOOK EXCHANGE

- 1) Go to <http://www.csbe.net/school/ncc>
- 2) Click on Place Order and then 2022/23 Academic Year Bookstore.



- 3) Create an account with a unique password, OR, if you have purchased before, login to your existing account.

The screenshot shows the "2022/23 Academic Year Bookstore" page. It has two main sections: "Login" and "Create Account". The "Login" section has fields for "Email/Account ID:" and "Password:", with "Login" and "Forgot my password" buttons. The "Create Account" section has fields for "Email/Account ID:", "First Name", "Last Name", "Password:", and "Verify Password:", with a "Create Account" button. A blue arrow points to the "Login" section, and another blue arrow points to the "NEW CUSTOMERS" link next to the "Create Account" section.

- 4) Select No, Existing or New boarding student. Existing customers' names will automatically appear. Check off the box beside your name. If you are a new customer, fill in your name and click Add Student You may add more than one student if you are ordering for more than one person. Click Proceed.

Welcome Linda Everett to the 2022/23 Academic Year

Is this order for a boarding student? No Yes Existing Yes New

If you know your housing information, please enter it below.

**** Please Note **** Residential or Boarding student orders must be placed individually to ensure each student receives only his/her books.

Name of House:

Room #:

NOT REQUIRED

Please register your Niagara Christian Community of Schools students and select the student(s) for whom you wish to order.

First Name Last Name Student ID# (optional)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Student"/>
----------------------	----------------------	----------------------	--

Current names registered :

LINDA EVERETT [remove](#)

Note: Student ID#, Name of House and Room# are not required for boarding students as all parcels are delivered to the Administration Office.

- 5) Select Yes if you would like to save a little money by substituting used textbooks if available. Otherwise, select No. Click on Proceed.

Substitute Used Books If Available?

Yes No

- Used books that are not currently available (Used Price appears as "N/A") may become available after your order is placed.
- Select "Yes" to allow us to fill your order with as many used books as possible prior to shipping.
- Maintain your priority for lower-priced used books by placing your order now.
- Used books are allocated based on your order date.
- This global selection may be edited for each individual book on your Order Summary page.

- 6) Your name will appear in the Select Student drop down menu. Click on a Grade to make the courses appear. Then click on a course you are taking.

Select Courses by Grade

- + ESL
- + Grade 9
 - AMI10 Instrumental Music 9
 - AVI10 Visual Arts 9
 - CGC1D Geography 9 - Academic
 - ENG1D English 9 - Academic
 - FSF1D French 9 - Academic
 - MTH1W Mathematics 9
 - PPL1O PE 9
 - SNC1W Science 9
 - TIJ1O Exploring Technologies 9
- + Grade 10
- + Grade 11
- + Grade 12



Select Books for LINDA EVERETT

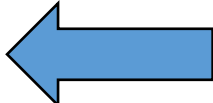
- 7) Click on the check box for the new or used textbook or e-text of your choice. If used textbooks are not available at the time of ordering (“N/A”), you may select a “New” textbook instead. If you have previously selected “used book substitution” and one becomes available by the time your order is shipped, CSBE will ship a used book and refund the difference to you. Click on Select Another Course until you have ordered all the textbooks you need. Then click on View Order / Checkout.

Select Books for LINDA EVERETT

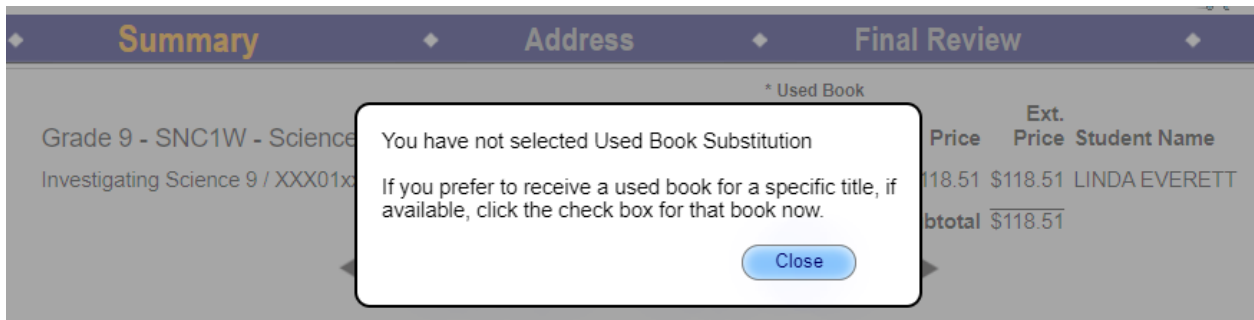
SNC1W Science 9

★ New to this year's course.
Check the boxes next to the items that you need, then click 'View Order/Checkout' or 'Select Another Course'.

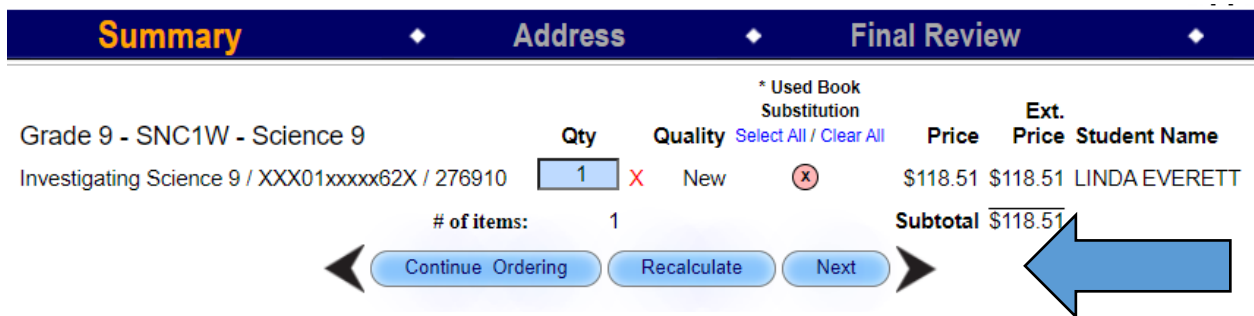
Title	New	Fine / Good
 ★ Investigating Science 9 more info	\$118.51 <input checked="" type="checkbox"/>	\$82.96 <input type="checkbox"/>
 ★ Investigating Science 9 Etext (Student Access Code - 1 Year) (Non-Returnable, Non-Refundable) more info	\$12.82 <input type="checkbox"/>	N/A <input type="checkbox"/>

Select Another Course
View Order / Checkout


- 8) Note the pop up message about used textbooks. Close the message screen and you may now change your mind about new or used textbooks for each individual textbook you are ordering.

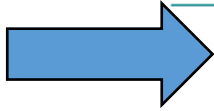


- 9) Remove the check mark for any individual book you wish to purchase brand new, or add a check mark for any book you wish to purchase used. Then click on Next.



10) On the ADDRESS PAGE, click on your Billing Address or add a new one.

Billing Address:



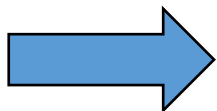
LINDA EVERETT [edit](#) [remove](#)
C/O: NIAGARA CHRISTIAN COLLEGIATE
2619 NIAGARA PARKWAY
FORT ERIE, ONTARIO, CANADA, L2A5M4

[Add a new address](#)

Click on your Shipping Address or add a new one.

Shipping Address:

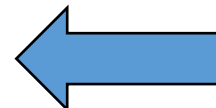
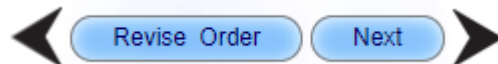
Rate	Destination
<input type="radio"/> \$10.85	Niagara Christian Community of Schools
<input type="radio"/> \$0.00	Pickup at the Canadian School Book Exchange 5-3300 Ridgeway Drive, Mississauga, ON, L5L 5Z9
<input checked="" type="radio"/> \$12.53 via Delivery	LINDA EVERETT edit remove C/O: NIAGARA CHRISTIAN COLLEGIATE 2619 NIAGARA PARKWAY FORT ERIE, ONTARIO, CANADA, L2A5M4



[Add a new address](#)

Note: An alternate delivery address is not required for books delivered to NCC.


Click on Next.



- 11) On the FINAL REVIEW page, select your method of payment. **VISA or Mastercard ONLY is accepted.** You will know your order is complete when you receive an ORDER NUMBER.

Balance to Charge \$138.59



Current Account Balance: \$0.00


Payment method: **VISA** 

Email shipping notification and course changes to:

® Trade-mark of Interac Inc. Used under licence

Your order will not be processed until you click SUBMIT.



12) HELPFUL TIPS:

Check on your book order at any time by visiting the CSBE website and logging in via the My Account button. 

E-text orders are delivered via the email address you used to login and purchase the text. You can also access your e-text through your CSBE account.

Login to My Account

Click on My Orders

Click on View / Edit Order

Look for your textbook under Digital Resources

Click on Access Now

Remember to order early. If you know you will not be switching any courses, you can order all your books in September for the whole school year. This is the best way to ensure that you will have your textbooks in time for the start of each quadmester.

To reach Customer Service at Canadian School Book Exchange, call toll free 1-800-335-5043

For assistance with textbooks at NCC, please ask for Mrs. Everett

(905) 871-6980

lindae@niagaracc.com