



## Student Book-Buying Procedure

*From [my.lincolncchristian.edu](http://my.lincolncchristian.edu):*

Textbooks are accessed through the Student Portal prior to registration, during the registration process, AND after registration.

**To view textbooks for courses:**

1. Log-in with your username and password.
2. On the menu bar, select **Students**.
3. Select **Student Portal** from the options.
4. In the top left, it will default to the current semester: *current term: FA-18 (Change)* Choose **Change** and select the semester you wish to view.
5. Select **Course Offering** from the options.
6. Select **Department** (examples: AD, CE).
7. Select **Apply Filter** to see the list of courses in a specific program that are options for upcoming registrations.
8. Scroll down through the courses (sorted alpha/numeric automatically) to find the course and select **Book List** under the title of the course. Selecting this option will give you the list of all textbooks that are required for the course, along with an estimated cost.
9. You may choose to purchase or rent your books from any website depending on your purchase preference and pricing (textbook websites: Amazon.com, Everytext.com, Textbooks.com, Directtextbook.com, CampusBooks.com, to name a few). Use the ISBN number to order the correct textbook.

**During the registration process**, textbooks can be viewed as you choose courses for registration.

***Please make sure to allow plenty of time for shipping when ordering your books. It is recommended you order them at least two weeks before class begins or more.***

**Notes:**

***If you find that no textbooks are listed or you are having difficulties or have questions, please contact the professor of the course or refer to the Course Syllabus supplied by the professor.***

***If you are eligible for a textbook voucher, textbook vouchers are issued and sent to you from the LCU Financial Aid office once your financial aid has been awarded. When you have the book voucher in hand and have the textbook ISBN number/s (using the process above), open a browser and go to [textbookx.com](http://textbookx.com). LCU's required textbooks are not guaranteed to be available at [textbookx.com](http://textbookx.com).***

1. Search for each book using the ISBN number. Use "Search the Marketplace" using the search box on the lower right hand side of the page. If you do not know the ISBN number, you can search by each book's title, however the ISBN number search will get you the most accurate book edition.
2. Choose your order preference (New, Rent, eBook) and click Add to Cart.
3. Once you have selected all of your books, select TextbookX Checkout. You will be prompted to log in or create an account. If you haven't already, create an account since you may use this every semester.
4. During the checkout process, on the payment page, you will be able to put in your school voucher number if this is how you are paying.