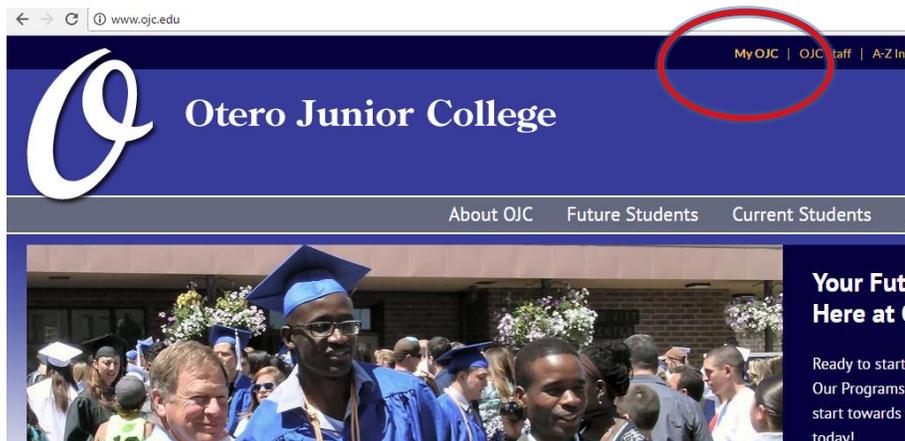


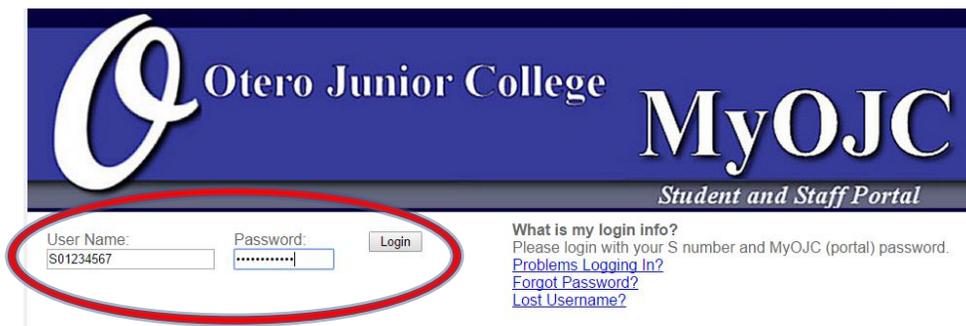
# How to Order Books Online

In the web browser go to <http://ojc.edu>

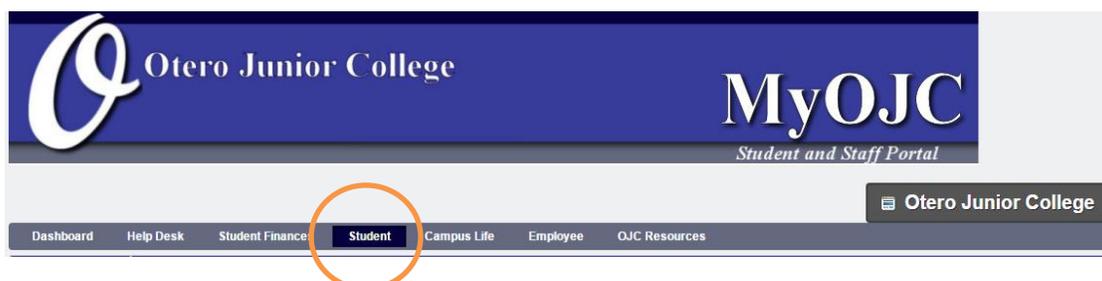
1. Click on the My OJC tab



2. Log onto your student portal per usual



3. Click on student tab when logged onto your portal.



4. Scroll down until you see the box “My Student Stuff”

**My Student Stuff**

Career Management System  
[Purple Briefcase](#)

OJC Online Bookstore  
[My Textbooks \(OJC Online Bookstore\)](#)

My Transcript  
[View Unofficial Transcript](#)  
[Order Official Transcript](#)

View Holds

Student Handbook  
[Student Handbook & Academic Planner](#)

OJC On the HUB  
[Purchase Microsoft & Adobe Software Here](#)

PaperCut  
[Wireless Printing at OJC](#)  
[Monitoring Window When You Log In](#)  
[How to Use PaperCut Details](#)  
[How to Buy/Redeem PaperCut Print Cards](#)  
[What Do PaperCut Messages Mean](#)

Student ID's  
Available in Student Services during normal business hours  
[Distance Education Grievance and Appeal Procedures](#)

1. Follow OJC's process for student complaints, located on page 14 of the college [catalog](#). Or contact the [Higher Learning Commission](#), which is OJC's accrediting agency.  
2. Residents outside of Colorado may file a complaint in the state where they are residing. As required by federal regulations, provided is a web link of agencies in each state where complaints can be filed: [State Agencies](#).

Before exercising either of the above options, students should know that most (if not all) external complaint processes require that the student exhaust all avenues of complaint internal to the institution before they will consider a grievance.

**Student Grades**

Preferences  
Otero Junior College ▾  
Fall 2017 ▾

Course Title	CRN	Subject	Course	Midterm	Final
Microbiology w/Lab: SC1	21086	BIO	204		
English Composition II: CO2	20834	ENG	122		
US History to Reconstr: HI1	21269	HIS	121		
College Algebra : MA1	20810	MAT	121		
Music Appreciation: AH1	21598	MUS	120		

[Midterm](#) [Final](#)

**Personal Information**

Otero Junior College ▾

5. Click on “My Textbooks (OJC Online Bookstore)”

**My Student Stuff**

Career Management System  
[Purple Briefcase](#)

OJC Online Bookstore  
[My Textbooks \(OJC Online Bookstore\)](#)

My Transcript  
[View Unofficial Transcript](#)  
[Order Official Transcript](#)

View Holds

Student Handbook  
[Student Handbook & Academic Planner](#)

PaperCut

**Student Grades**

6. You will be taken to our virtual bookstore called eCampus. From here select “Order Textbooks” under the Shop by Course section.

Otero Junior College  
Virtual Bookstore

Now Offering Free UPS Shipping On All Orders Over \$149! \*excludes marketplace purchases  
SUMMER & FALL 2017 TEXTBOOKS ARE NOW AVAILABLE!

**SHOP BY SCHEDULE**  
Click here to log into CCCS and shop by schedule.  
[Order Textbooks](#)

**SHOP BY COURSE**  
Summer & Fall 2017 Textbooks Now Available!  
[Order Textbooks](#)

**SELL YOUR TEXTBOOKS**  
Click here to sell your textbooks.  
[Sell Textbooks](#)

**RETURN YOUR RENTALS**  
Click here to return your rentals.  
[Return Rentals](#)

7. Fill out information for each class you are registered in. You can find this information on your class schedule located on your MyOJC Portal.

Order Your Textbooks

1. SELECT A SEMESTER

**Fall 2017** Summer 2017

2. SELECT A COURSE ID

A B C E E G H I M N P B S I [View All Course ID\(s\)](#) [View All Courses](#)

AAA	ABM	ACC	AGE	AGP	AGR	ANT	ART	ASC	AST
BIO	BUS	CCR	CHE	CIS	CNG	COM	COS	CRJ	CSC
CSL	CWB	ECE	ECO	EDU	EMS	ENG	ENV	EST	FRE
GEO	GER	GEY	HIS	HPR	HUM	HWE	LEA	LIT	MAN
MAR	MAT	MGD	MLT	MUS	NAT	NUA	NUR	PBH	PED
PHI	PHY	POS	PSY	RAM	REC	RUS	SCI	SLP	SOC
SPA	THE								

8. You will have options for purchasing your books (new, rent, used, ebook, or purchase from Marketplace). Select the option of your choice.

\*Purchasing from the Marketplace is “at-your-own-risk” and no website from the marketplace is affiliated with eCampus. Neither OJC nor eCampus is responsible for books bought from the marketplace. Books bought from marketplace does not qualify for free shipping.

Then click “Continue”.

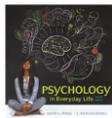
Select Your Course Items

[<< Back to Shop By Course](#)

PSY - 101 - 001 - 20823 - General Psychology I: SS3 - STAFF

[Remove](#)

Required



**Psychology in Everyday Life**  
by Myers, David G.; DeWall, C. Nathan  
Edition: 4th  
ISBN: 9781319013738  
Format: Paperback  
Pub. Date: 10/21/2016

- Buy New \$113.80
- Buy Used <sup>Ⓜ</sup> \$79.78
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[How Rentals Work](#)
- Semester - Due back 12/20/2017

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Finished selecting items?

**CONTINUE**

9. Once all of your books are selected, proceed to checkout. You will be asked to log in.
  - a. Your User Name is your **OJC issued email address** (example: [amoores@student.cccs.edu](mailto:amoores@student.cccs.edu)) and your password is defaulted to **your Student ID Number (capital S)**. You can change your password if you wish.
    - i. \*\*\*To find your student email, log on to your MyOJC portal then under the "Student" tab select the link that says "View/Change email address".

### Secure Checkout

[Back to my Shopping Cart](#)

#### New Customers

First time ordering?

[Create Account](#)

#### Sign In to Your Account

Email

Password

[Forgot your password?](#)

[Sign In & Continue](#)

- b. Fill in the information. If you wish to use your financial aid funds, the credit will already be selected as the preferred payment method. You can also choose from other forms of payment options.
 

**\*\*All book charges will be added to your student bill. Students may not have enough financial aid to cover the entire book cost\*\***
- c. Continue through this page. All books will be shipped to your shipping address upon confirmation of the order.

### SECURE CHECKOUT

1. Shipping Address Edit
2. Shipping Method Edit
3. Payment Method

Select available credit(s) to apply to your order:

Financial Aid 500.00

- Pay with Credit Card
- PayPal**  
Learn More
- PayPal CREDIT**

[Continue](#)

You will still have a chance to review your order

**CART**

**Psychology in Everyday Life**  
ISBN: 9781319013738

Semester: Fall 2017  
Course: PSY 101 001 20823General Psychology I: SS3  
Condition: NEW  
Quantity: ▼ 1 ▲ Remove  
Price: \$113.80

Items in Cart:	
Subtotal:	\$113.80
Sales Tax:	\$0.00
Shipping:	\$6.98
<b>Total:</b>	<b>\$120.78</b>