

- Login to your student portal at: <https://student.nwtc.edu/login>
- Click on 'Academics'
- Click on 'Booklist' and select the term
- Click on 'Order My Books'
- Add the books you need to your cart
- At the end of the transaction, choose **'Agency Funded'** as your payment option (click the down arrow next to credit card to bring up a drop-down box).

Please note:

- ***Please write the name of your agency in the customer notes field.***
- Please be sure your agency has sent in your authorization before placing your order.
- You have the option to have your textbooks shipped to your home via US Postal Service. Shipping expenses are the responsibility of the customer unless noted on the authorization. If not noted, and financial aid is not available -one of our team members will call for credit card information when your order is processing.
- You can choose to pick up at any NWTC location. Pick up is always free at any NWTC location.
- Once your order has been processed, you will receive an email with information **specific to the location you have chosen**. If other than Green Bay, please know the email is not indicating your order is ready for pick up. Please read it carefully to determine when your order will be ready at the location you have chosen.

