

NWTC BOOKSTORE

www.nwtcbookstore.com

**How to order your
textbooks online
when funded by
a High School**

- Go to <https://www.nwtcbookstore.com/login>
- Choose "Student ID# login for course materials purchases"
- 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 '**High School Funded**' as your payment option (click the down arrow next to credit card to bring up a drop-down box).

Please note:

- Your High School will pay only for the textbooks required for the courses that are being billed to the high school.
- **Please write the name of your High School in the customer notes field.**
- Your High School will not pay for supplies or optional study aids. If you purchase those items, one of our team members will call for credit card information when your order is processing.
- 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, 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.

