

Some courses have day-one access included through Blackboard for materials and/or textbooks. Some courses require you to purchase materials and/or textbooks. If you purchase a physical edition of your textbooks, there is an option for your order to be shipped to you OR for your order to be picked up from one of our campus bookstores.

Using the Online Bookstore Website:

1. Visit **centralgatechstore.bibliucampus.com/home**.
2. Find the blue navigation bar and, under the **Course Materials** section list, click **Order Textbooks**.
 - **On a mobile device:** The **Course Materials** section list will appear after clicking the navigation menu button (☰)
3. Next, add your class schedule in the **Search by Course** section:
 - Click **Department** to select the subject of your class, then select the **Course-Section-Instructor** information that matches your schedule.
 - When you have added all of your classes, click the **View Your Materials** button at the bottom of the section.
4. On the next page, you will see a list of your courses and information about any textbooks/materials for each course.
 - If you see an **Add to Cart** button, you will need to select a purchase option, then click the button to add it to your cart.

Textbook / Materials Information:

- Your courses will either list a textbook/access code as the following types:
 - » **Inclusive Access / Equitable Access**
No action is required to purchase. Materials for this class are provided as part of the Equitable Access program. Access to the textbook and/or materials will be available through Blackboard.
 - » **Required - Print / Required – Access Code**
The textbook/access code needs to be purchased. You will see an **Add to Cart** button for the textbooks/materials listed.
- **Please Note:** If you are taking a class that has required supplies (Cosmetology, Barbering, Nursing, etc.), you will need to contact the bookstore directly to order your supplies.

Online Checkout / Using Financial Aid / Order Pickup Information:

1. Once you have finished adding to your cart, click **Continue Checkout** at the bottom of the page.
2. After reviewing your *Shopping Cart*, click the **Checkout** button, review the *Update Preference* options on the next window, then click the **Payment Options** button.
3. Next, click **Create Profile for Browsing and Shopping** or login if you are a Returning Customer.
 - Please use your **Student Email Address** to make your account
 - If you do not know your **Student ID Number**, you can find it in **Titan Experience**:
» After logging into **Titan Experience** >> In the top, right-hand corner of the page, click on **the round Account icon**, then click **View Profile** >> Your **Student ID Number** will be listed along with your **Personal and Academic Details**
4. Under the **Select Shipping Method** section, you will be able to choose to have your textbooks shipped to you (requires payment for shipping) or to pickup your order from a CGTC Campus Bookstore. **Please double check that you choose the correct campus location.**
 - If someone other than yourself will be picking up your order: Make a note in the Order Comments box with the Full Name and Phone Number of the designated pickup person.
 - When picking up an order, you or your designated pickup person will need **your name, your Student ID number, and the Order Confirmation Number**.
 - **PLEASE NOTE:** The Milledgeville Campus Bookstore only has select days/hours that you can pickup your orders. This schedule is available online at **centralgatechstore.bibliucampus.com/storehours**
5. Under the **Payment Options** section, you will be able to choose to use your Financial Aid for your purchase by checking the Financial Aid option and entering your student ID Number.
 - **Note:** This box asks for your ID number with "1700000" before it, so an example would be "1700000910123456"

Questions?

- Check out our bookstore/textbooks FAQ's: **cgtc.io/textbooks**
- Email **CampusStore.CGTC@BibliU.com** or call (478) 757-3409 | (478)988-6805