



Bank Street College
Graduate School of Education

Instructions for Buying Books Online: Spring 2005

Now that you have registered for courses, the next step is buying your books. In this e-mail you will find directions for doing so from our online bookstore, TextbookX. (We hope those of you who tried to do this last semester and were frustrated will try again. We have heard your suggestions/complaints and made major improvements to the system.)

1. Go to this site: <http://bankstreet.textbookx.com/> You do not need to sign in at this point.
2. Click on the link to "**Spring 2005**".
3. The courses are listed in alphabetical order by default. To list the courses by course number, click the link for "**Course Code**".
4. Scroll down to find your first course number and section (EDUC 500.01 is section 1, EDUC 500.02 is section 2, etc.) and click on the course title link.
5. For the first course, select the titles and versions (either new or used) of the book(s) you would like to purchase. After selecting the book(s), click on "**Add to Cart**".
6. After you have finished one course, click on the red box at the top that says "**Courses**" and move to your next course. Do this until you are finished with all your courses.
7. When you have chosen all your books for all your courses, click on the **red shopping cart** near the top of the page. This will take you to another site with your shopping cart contents listed.
8. If your shopping cart is complete, click on the icon with the red arrow that says "**Click Here to Check Out**". If not, you can always add or delete books from your order.
9. At this point, you can either:
 - a. Log in with your account username and password from last semester, if you have one.
 - b. Create an account with TextbookX by clicking the link to "**Register**" in the top right corner. (This will make it easier and faster to buy books next time you visit the site because it will remember your information.)
 - c. Proceed without an account.
10. Enter your home address, billing details, and shipping information (you can ship books to your work address if that's easier than home), and check out. Your books should arrive shortly.

A couple other tips:

1. All reading lists were due on December 1. However, there are a handful of courses for which books are not yet listed. We apologize in advance and assure you we are trying to plug these holes as soon as possible; please keep checking back.
2. Use the link above or below to get to TextbookX, or use the link from the Graduate School homepage: <http://www.bankstreet.edu/gs/home.html> . Many students experienced difficulty last semester because they were not starting from the correct webpage: <http://bankstreet.textbookx.com/>
3. You can also sell back your books through the TextbookX Exchange program: visit <http://www.textbookx.com/sell.php> to learn how. It's easy to do, and TextbookX makes it convenient - you can even print out mailing labels on your home computer.

If you have any problems with this process, please let us know and we will try to help you. Also, please forward any suggestions you might have. It is our hope that things go off without a hitch this semester, and that you find this system easy and convenient to use.

Good luck, happy new year, and have a terrific semester!

Best,
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