Ordering Textbooks Using the Financial Aid Book Charge

1. Go to www.madisoncollegebookstore.com
2. Click on Textbooks
3. Order Textbooks
4. Enter either your five digit class number; ISBN of the book or department, course and class number
5. Click Add Course
6. Continue until all of your classes have been added
7. Then click get course materials
8. Click Add to Cart button for the books that you want to purchase
9. Go up to the cart icon in the top right hand corner and click on the cart button
10. Click Checkout
11. Review your order and click Continue to Checkout
12. Select Order Update Action and click the checkbox
13. Click Continue to Checkout
14. Log in with your Madison College user name and password (same that you would for your email)
15. Enter your billing address and click continue to shipping address
16. Fill out your shipping address
17. Select your delivery method
18. Continue
19. Select how you want to pay
20. If using financial aid select SFA on InSite
21. Key in your student ID number
22. Check the verification box
23. Click Submit. If you have funds and your order clears you will be given an order confirmation screen that shows your order number. If there is an issue a red message will appear.