Ordering Books Online

Follow the text below the pictures for step by step instructions

Go to www.doane.edu and click on “MYDOANE”

Click “Current Students”

Scroll down and click “Bookstore”, located under “Your College”.
Find “Search by Course” and select the proper term / campus combination.

Scroll down and select “Department”, “Course” and “Section” (if applicable) for the class you are enrolled in. “Displaying Textbooks for…” will appear and populate as you make your selections. If a book is not needed for the course, it will tell you here.

In the “Type” section, prices are displayed for “New”, “New Rental”, “Used” and “Used Rental”. Go to “Quick Select” and choose an option.

Depending on availability, all fields may not be populated.

You can choose what books are displayed.
Once you have filled in “Quick Select”, click “add selected books to cart”.

Repeat previous steps to add additional books, or click “continue to checkout”.

Check to make sure information is correct, and click “checkout”.
If you have not ordered from the bookstore before, you must create an account.
If you have ordered before, enter email address and password.

After you either create an account or log in, this page will appear. Click “continue to shipping info”

Even though the “Ship to” field is populated with your address, in order to pick up the books at Doane, you must choose “In Store Pick Up – Textbooks Only”. To clarify, books WILL NOT be sent to your home address. You MUST pick them up in the office.
You can choose to use a credit card, or have it billed to your student account. **If you choose to have it billed to your account**, you must provide your student ID number. You can find this at [www.doane.edu/wa](http://www.doane.edu/wa) → under academic profile → click my profile → will be listed as colleague ID.

Review information (I blanked out credit card info and billing address, but yours will show), if everything is correct, click “place my order”. If not correct, make necessary changes then click “place my order”.

I cannot give instructions past this, because I do not want to charge a book to my card (or account), so I’m assuming after clicking “place my order”, it will take you to a final confirmation page. Good luck!