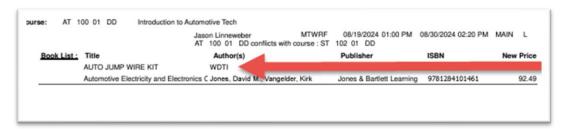
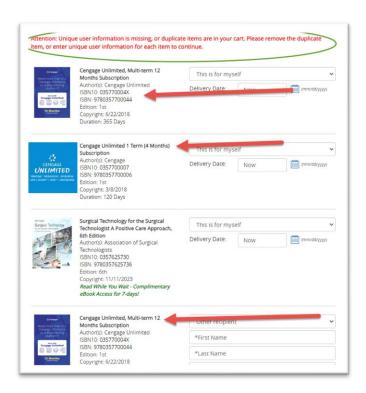
Ordering Books, eBooks & Classroom Materials

Important Information

- o WDTC does not stock textbooks on campus. Textbooks are purchased online through eCampus.
- Additional materials may be needed for your coursework, such as tool kits. If these items are to be purchased
 in the campus store, it will be noted with "WDTI" on your printed schedule.

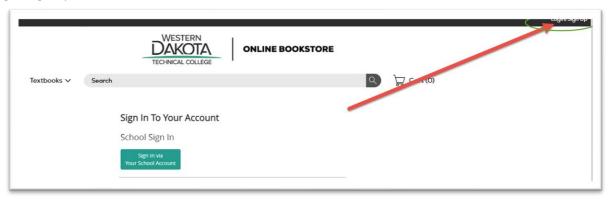


- You may only use your Financial Aid to purchase REQUIRED textbooks.
- o eCampus retains your card information in order to charge you in case you fail to return the textbook 30 days after the end of the semester.
- You do not need to purchase Cengage or No Red Ink more than once if it is listed on multiple classes. You can
 also purchase a 12-month period so that you can utilize it for the entire year. If you accidentally place it in
 your cart more than once, you'll receive a warning.

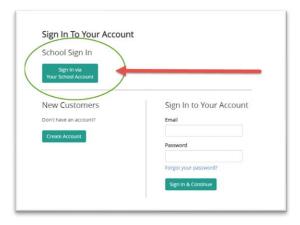


How to Order Your Textbooks on eCampus

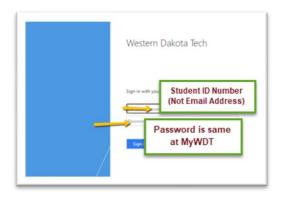
- 1. Go to: https://wdt.ecampus.com/
- 2. Click Login/Sign Up



3. On the sign in page, you want to click on "Sign In Via Your School Account." This allows eCampus to connect with our specific campus book lists.



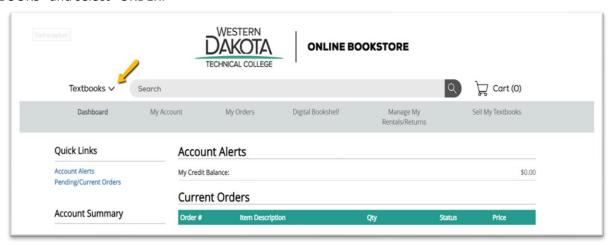
4. Sign in with your WDT **Student ID # and MyWDT Password** information



(NOTE: Ensure you are in the correct semester)



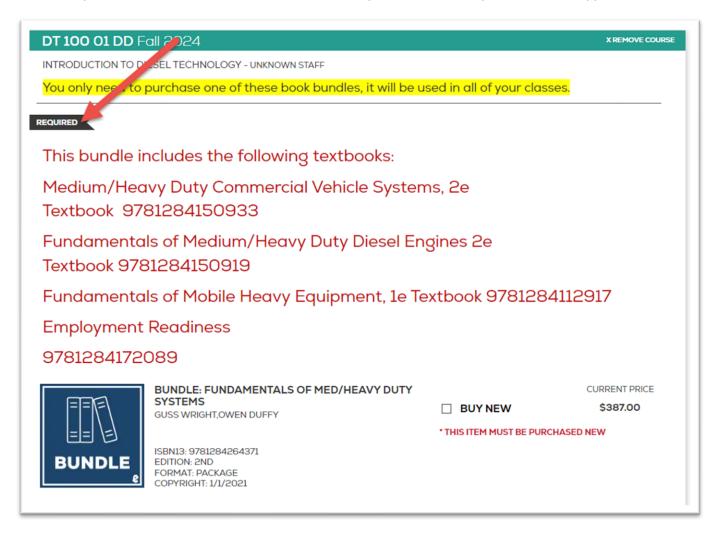
5. If the previous semester is over when you are ordering your books, pull down the drop-down arrow after "TEXTBOOKS" and select "ORDER."

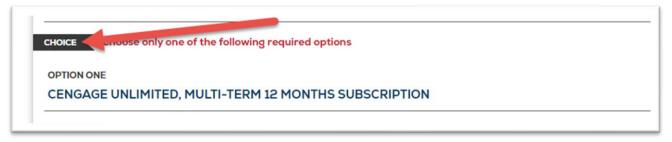




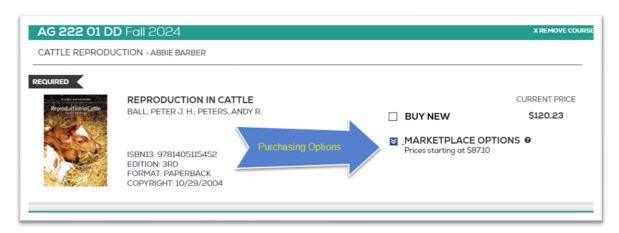
6. Your textbooks should auto populate per your class schedule. (Note: If your books do not auto populate it is possible that you still need to complete some items for registration, so you will need to contact Admissions. If you have just registered, it may take a few hours for the information to update to the eCampus website.)

7. Pay close attention, as eCampus will provide you with essential information to get your materials. Materials will be labeled "required" or "choice" and will also list if some computers are not compatible with the applications used.

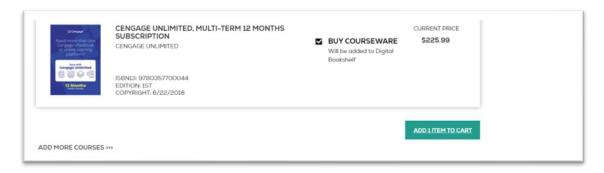




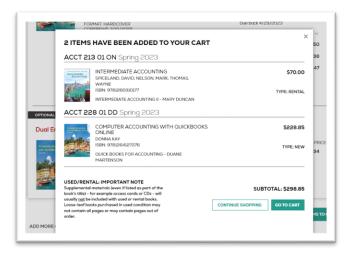
8. There will also be purchasing options listed.



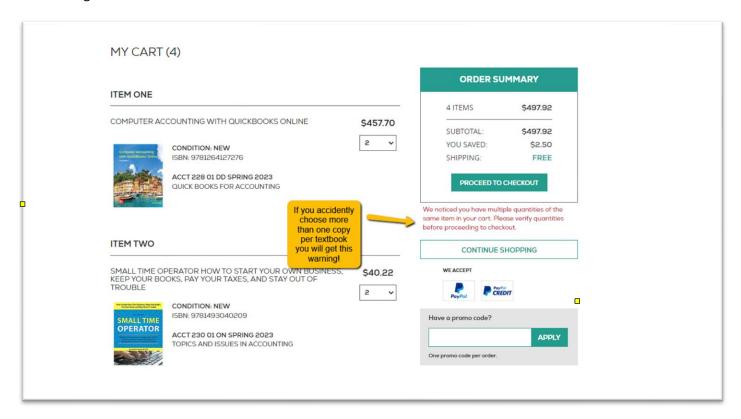
9. Choose the method of purchase for your textbooks: rent, buy new, buy used or digital. (Note: Credit/debit card must be used when renting books, as the card will be charged if the book is not returned.)
When you are all done selecting your textbooks go down to the bottom of the screen and hit the add items to cart button. (Note: You may have more than one class using the same textbook, you will only need to purchase one copy. If any of your classes are using the Cengage Subscription, you will only need to purchase one subscription. That subscription will give you digital access to the Cengage published textbooks. With Cengage, you can also rent up to 8 textbooks from Cengage and you only pay the price of shipping.)



10. You will get a pop up that says your items have been added to your cart. You can select continue shopping or go to cart.



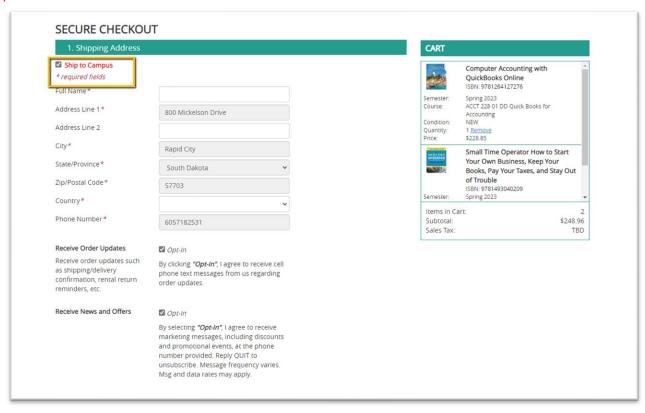
11. Verify your items in the cart. Just like Cengage, if you have selected any duplicate textbooks, you will see the warning below.



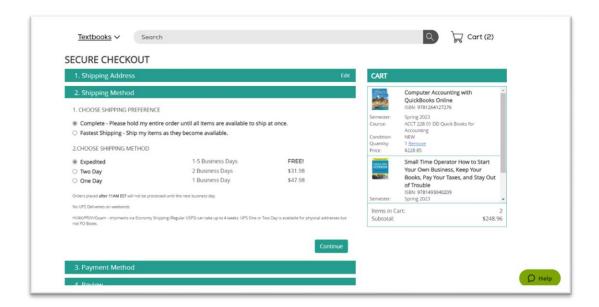
12. If everything looks correct select the "Proceed to Checkout" icon. You will see a pop up asking if the textbook condition that you chose is unavailable would you like eCampus to switch the condition of the textbook. Select which option you would like and hit the "Proceed to Checkout" icon.

Textbooks	∨ Search Q
	MY CART (2)
	SWITCH TO SHIP IT FASTER?
	IN CASE THE TEXTBOOK CONDITION YOU SELECTED IS UNAVAILABLE, WE CAN SUBSTITUTE IT FOR ANOTHER CONDITION (SUCH AS NEW INSTEAD OF USED), WHICH COULD IMPACT YOUR ORDER TOTAL.
	Note: If a textbook is required new for a course, we will not send you a used textbook.
	○ Yes! Replace my book with the condition available. (Recommended)
	 No. Do not change the condition of any textbooks on my order.
	PROCEED TO CHECKOUT
L	■ CREDIT

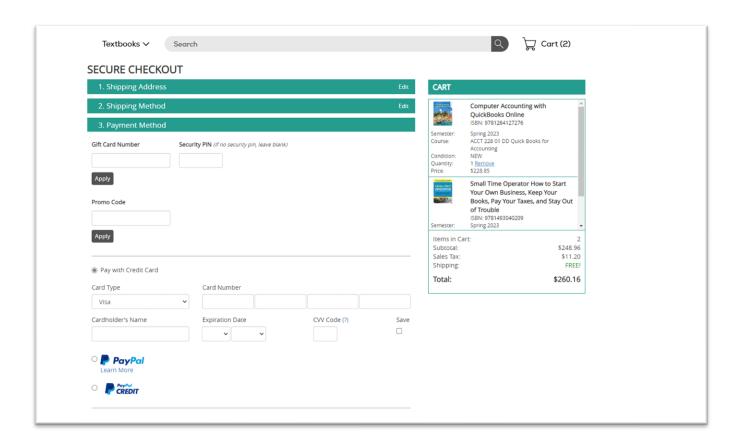
13. In the Secure Checkout under the Shipping Address screen, you will choose the address you want to ship your textbooks to. You can choose your home address, the WDTC Campus Store or another address of your choosing. If you would like your textbooks shipped to the WDTC Campus Store, just check the Ship to Campus box. Make sure to fill in your full name. (Note: You will need to put something in the Address Line 2 space, just type in Campus Store.)



14. Next is the Shipping Method-You will need to pick what method of shipping you want then hit continue. (Note: Some scholarships and financial aid do NOT cover expedited shipping.)



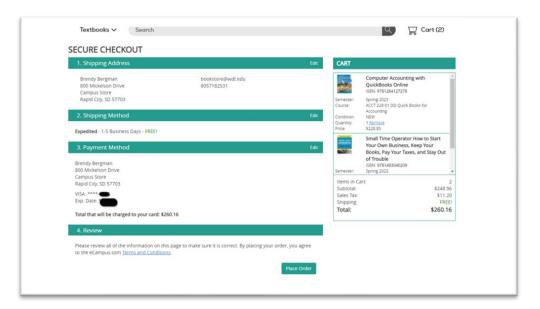
15. Payment Method-you will have the choice to use credit card or Pay Pal at any time. The screenshot below does not include the Financial Aid payment option. (Note: If you are a student that will be using any Financial Aid, Third-Party Payor, Build Dakota, or a scholarship you will have to wait until two weeks prior to the semester start for your funds to be loaded. We will send out emails with the dates each semester. If you get to this point and it does not give you the option to use Financial Aid as a payment, then you will need to contact Student Accounts.)



16. At the bottom of the screen, you will fill out the Billing Address information and hit Continue.



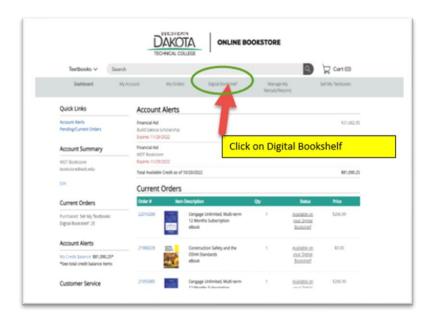
17. Last step is the Review-look over your order. If everything looks right just hit place order.



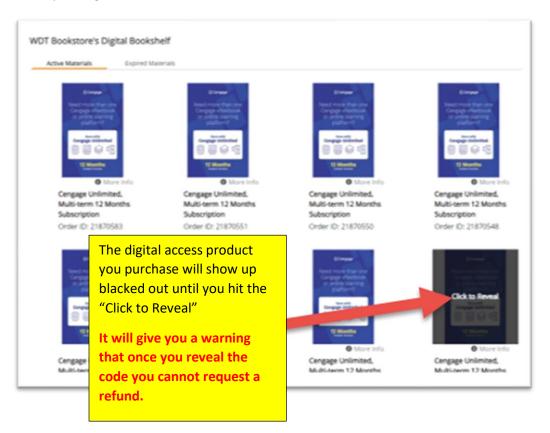
You will be able to log into this account at any time to check the status of your order and once the books get shipped you will see a tracking number that you can click on to check the arrival of your books. You will also receive an email when your books arrive at WDTC.

How to View & Use Your eCampus Digital Bookshelf

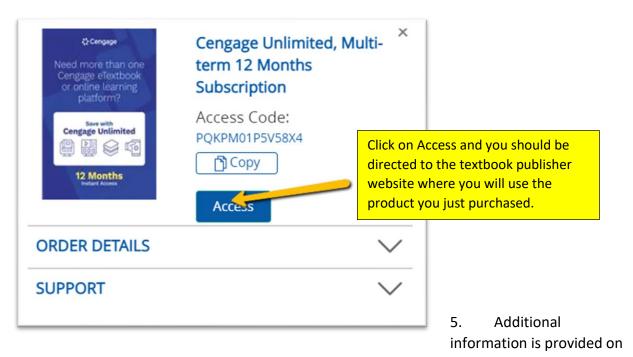
- 1. Log into eCampus using steps provided above.
- 2. Once you're logged in you will click on Digital Bookshelf.



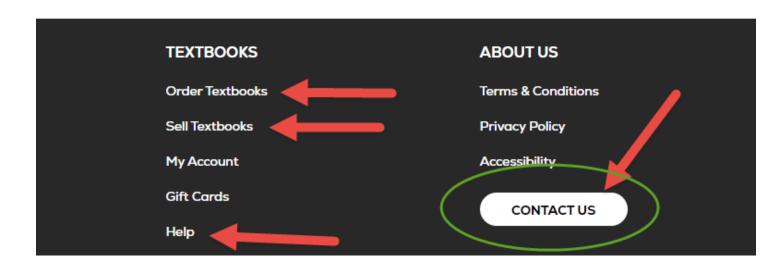
3. Your Digital Bookshelf has an Active Materials tab and Expired Materials tab. Click on the "Click to Reveal" icon to gain access to your digital item.



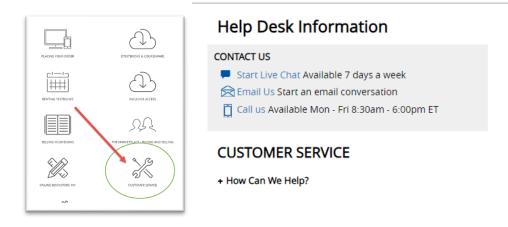
4. Click on the "Access" button to be directed to the textbook's publisher website for the item in your Digital Bookshelf.



eCampus as well with How To Guides on the website.



6. They also have an extensive help desk you can access by clicking "Contact Us," then click "Customer Service."



To ensure success when ordering your books and materials, double check your printed course schedule against the automatically populated materials in eCampus. Double check which materials come from eCampus and which come from the Campus Store. Take note of materials that may be purchased at a location of your choosing, such as poster board, color pencils, etc.

If you have further questions on your eCampus order, please contact eCampus directly using the customer service options listed above, or by phone (859) 209-6958 or email wdt@ecampus.com.

If you have more questions about obtaining your course materials or need additional guidance, you may also contact the WDTC Campus Store at (605) 718-2432 or stop by!

Updated 03.17.25 - Campus Store