How to Order books On-line from the ATC Bookstore

1. Go to www.albanytech.edu
2. Click on the link on the left side of the page that says "Bookstore".
3. Choose "Buy your books online".
4. Select your current term and click on "GO"
5. Search for your books by course numbers.
   Ex. ACCT 1000, COMP 1000
6. Add selected books to your cart. When finished shopping click on "Check Out".
7. If you don't already have an account you will have to create one.

- **When checking out you have the option of using financial aid or a credit card to buy your books.**

- **Please make sure that you put your Student ID in the check out box if you are using Financial Aid.**

- **$20.00 Shipping Fee added to all purchases**

- **Please remember that if you use Financial Aid to purchase your books the books WILL NOT be shipped until the FIRST day of class.**

- **Orders are processed within 24 hours of receipt if all information is provided.**

- **Orders are shipped via UPS Ground shipping.**