



## How to Order your textbooks online

1. Go to CheckMarq at <http://checkmarq.mu.edu>
2. Sign in with your username and password (the same username and password you use for eMarq e-mail)
3. The CheckMarq main page loads. Click the Student Center link.
4. The Student Center link page loads. Look for the header "Academics". Click the link "weekly schedule"
5. Click List View
6. Select the term you wish to view and click continue. The "My Class Schedule" page appears. At the bottom, click "List and Order Books".
7. A new browser window, "List and Order Books Online," opens that indicates your classes are being sent to the Book Marq's eFollett.com site. Click the "List and Order Books Online" button. The Book Marq's eFollett.com site appears. A page titled "Select By Course" lists textbooks for your courses.
8. From the Book Marq's eFollett.com "Select By Course" page, choose between Used and New from the "Price" pull-down menu (if available). Uncheck any books you do not want to purchase and click the "Add to Cart" button.
9. The Book Marq's eFollett.com cart listing appears, showing the books requested and the current total cost. If you change the quantities of the books you wish to order, be sure to click the "Update Cart" button.
10. Next, choose your substitution preference. **Substitute** means that you would prefer the "new/used" choices you made, but you need the book(s) you selected and will accept what the Book Marq has in stock. **Don't Substitute** means you want only the "new/used" choices you made. If your preference is unavailable, you will not get those specific books. Choose your substitution preference and click the Checkout button.
11. You will be asked to login to the Book Marq's eFollett.com web site. This password is independent of your CheckMarq password. If you are a new user, click the Sign Up button. If you are a returning user, enter your e-mail address and password.
12. Continue with the Book Marq's eFollett.com checkout process.

The Book Marq is located at 818 N. 16<sup>th</sup> St. Call (414) 288-7317 with any questions.

Prices shown for textbooks are subject to change and do not guarantee inventory in the Book Marq. Prices do not include tax or shipping charges if they apply. Ship orders typically require 1-2 business days to assemble before physically leaving the store.

When viewing your course materials list, please read carefully. Some courses offer a choice: choose one book OR the other, some items are suggested (not required), and in some cases your instructor would prefer you attend class before buying materials.

Ordering options:

Prepayment by credit card is required for both options.

- Ship**
- Store Pickup / Pay Now**

To retrieve your order, Book Marq staff will ask to see your Marquette University I.D. **AND** the 13 digit order number you receive from efollett® when that order is acknowledged and confirmed.