

**ERAU Dual Enrollment**  
**Textbook & Course Material**  
**Ordering Guide**



## **How to Order Textbook and Course Materials**

Welcome to the Embry-Riddle Dual Enrollment Program! This guide is designed to take you step by step through the process of ordering all textbooks and materials for your upcoming course(s).

Prior to ordering your course related materials, please ensure that you have created your ERNIE account, and have the textbook information on hand. The textbook information can be found within the email you received from the Dual Enrollment Office.

### **Georgia Dual Enrollment Program (Formerly Move On When Ready)**

As a participant in the Georgia Dual Enrollment Program, you are eligible to take up to 15 credit hours per semester at no cost for tuition or books! To ensure that you get the textbooks and course materials needed for your upcoming course(s), please follow each step of this process carefully.

### **Embry-Riddle Bookstore**

You will be ordering your items through our university bookstore and using the same purchasing method as our Undergraduate students.

By using this process listed in this help guide, the charges for all textbook and materials will be applied to your student account upon checkout, where they will be paid for along with your tuition by the Georgia Dual Enrollment program.

Please do not enter your credit/debit card info at any time during this process. If you are asked to pay for anything when you go to submit your order, please **STOP** and go back to Step #12 and make sure the correct

option is selected. If you go back through the process and are still asked to pay with a credit card, **STOP** again and contact us immediately for support.

### **Issues with your Order**

From time to time, there may be a situation where the textbook and/or materials needed for your course are out of stock, or there is a delay in the shipping of your package. Please do not be alarmed. Our instructors understand that things happen. You will not fall behind in the course.

Please contact our office by phone or email, and let us know what has happened. We will contact your instructor and advise them of the situation.

### **Support**

The Dual Enrollment Office and your Dual Enrollment Advisor are your first points of contact for any and all issues you may experience as an Embry-Riddle Dual Enrollment Student. Please contact us first and we will respond to you as quickly as possible.

Our Office is open M-F from 8 am – 5 pm est. If you experience any issues during the ordering process outside of normal business hours, please remain patient. Your Dual Enrollment Advisor will respond to you the following business day.

# EMBRY-RIDDLE Aeronautical University

## DUAL ENROLLMENT

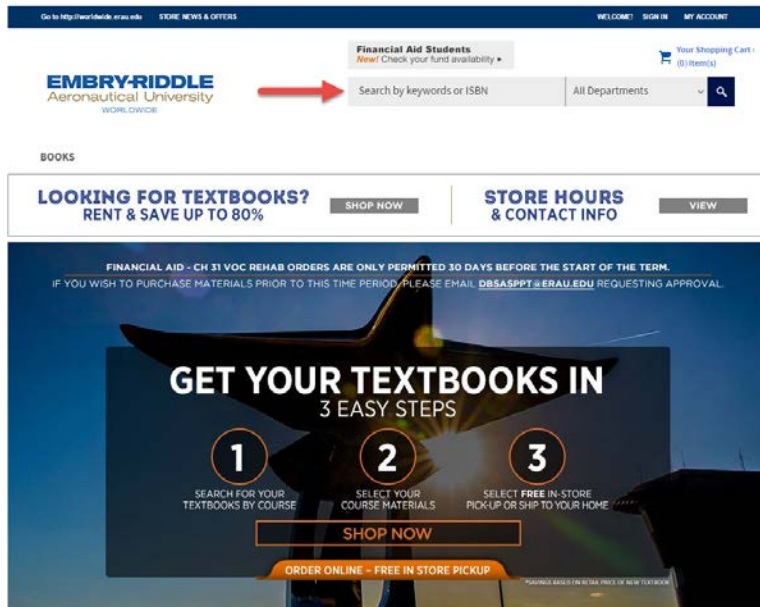


### Step 1: Go to the Worldwide Campus Bookstore

Students can access the ERAU Worldwide Campus Bookstore from their ERNIE account or <http://www.bkstr.com/erauworldwidestore/home>

### Step 2: Enter ISBN

Copy the Book ISBN number located in the email that you received, and Paste it into the Search field. Make sure that there are no spaces before, between or after the number. Then hit Enter.



### Step 3: Textbook Info

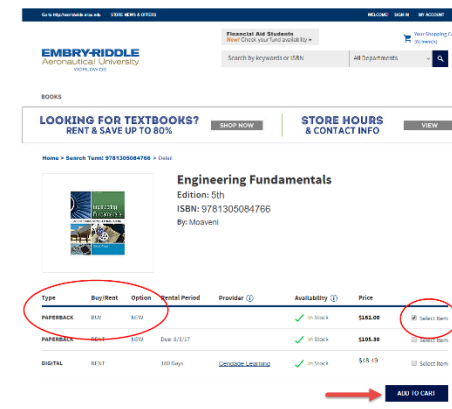
The next page will list the textbook information and price. This information should match what is listed in your email.

If the information on the page does not match what is listed in your email, please stop and check the ISBN number.

If the information on the page matches what is listed in your email, please proceed by selecting the following options:

- **Type = Paperback** (Hard Cover) or **Loose Leaf** (Soft/No Cover)
- **Buy/Rent = Buy** (Do not select Rent)
- **Option = New** (Unless Used is the only option)

Once you have located the correct textbook type, and selected the options listed above, click **“Select Item”**, and then click **“Add to Cart”**.





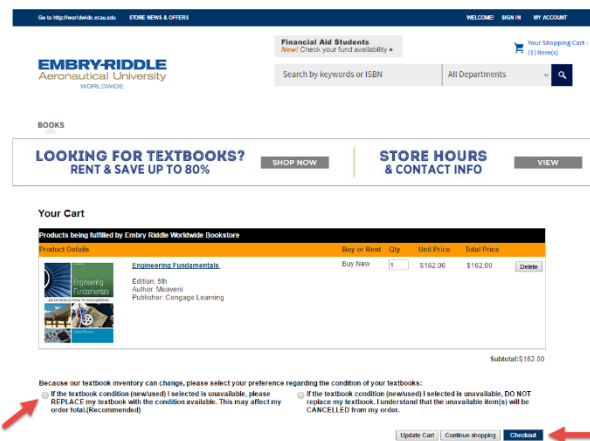
### Step 4: Order Additional Items or Checkout

After adding the textbook to your cart, you will be prompted to select from two options “Continue Shopping” or “Go to Cart”.

- If you are taking more than one course in the term, select “Continue Shopping” and repeat Steps 1-3
- If you are only taking one course in the term, select “Go to Cart” to Checkout.

### Step 5: Your Cart

After navigating to your cart, carefully review the item(s) listed and select the textbook condition disclaimer before proceeding to Checkout.



### Step 6: Embry-Riddle Bookstore Account

All Students must set up an account to purchase books and materials.

- If you already have an account, please login using your Embry-Riddle Email and Password you created.
- If this is your first course, then please select “Create Account”

#### Secure Checkout

##### Returning Customers

Please sign in to your eFollett Account

Email required

Password required

[Forgot Password?](#)

Sign In

##### New Customers

Create an eFollett account or continue as guest.

Create Account

Continue as Guest

# EMBRY-RIDDLE Aeronautical University

## DUAL ENROLLMENT



To create your Bookstore Account, enter your Embry-Riddle email address, then create a Password using the criteria given to you and select **“Next”**.

EMBRY-RIDDLE Aeronautical University WORLDWIDE

Hello, Sign In Shopping Cart

Hours & Contact Info · Visit Embry-Riddle Aeronautical University My Account · Customer Service · Help/FAQ

---

### Secure Checkout

Create Your eFollett Account

#### Account Information

Email Address required   Yes! Email me with offers and events from the bookstore, Follett, and its affiliates. I can unsubscribe at any time. More details: [Privacy Policy](#) or [Contact Us](#)

Verify Email Address required

Password required

Verify Password required

---

Secure Shopping: How we protect your data, Terms of Use, Privacy Policy

Help: Orders, Shipping & Delivery, Store Pickup, Rental, Return Policy, Customer Service

## Step 7: Delivery & Shipping Options

Once you have created, or logged into your Bookstore account, you will continue with the ordering process by selecting your Delivery & Shipping Options.

EMBRY-RIDDLE Aeronautical University WORLDWIDE

Welcome, Sign out Shopping Cart

Hours & Contact Info · Visit Embry-Riddle Aeronautical University My Account · Customer Service · Help/FAQ

---

### Secure Checkout Delivery - Payment - Review & Order

#### Delivery Options

YOUR ORDER FROM: Embry Riddle Worldwide Bookstore

Store Pickup

Ship to Residence or Business

---

[Back to Cart](#)

---

Secure Shopping: How we protect your data, Terms of Use, Privacy Policy

Help: Orders, Shipping & Delivery, Store Pickup, Rental, Return Policy, Customer Service

**eFollett.com**

Copyright © 2017 Follett Higher Education Group

Select **“Ship to Residence”** and **“Default Shipping Address”** from the dropdown list of options, then verify the address listed is correct. After verifying the address, select **“Next”**.



Your Delivery address should appear next to the **“Ship to”** line in the Order From box. After verifying the address is correct, select the quickest Shipping Option from the available list of choices. Please select **“Next Business Day”**, or the fastest available shipping method. The select **“Next”**.

Welcome Sign out Shopping Cart

Hours & Contact Info · Visit Embry-Riddle Aeronautical University My Account · Customer Service · Help/FAQ

---

**Secure Checkout** Delivery - Payment - Review & Order

**Delivery Options** Edit

YOUR ORDER FROM: Embry Riddle Worldwide Bookstore

Ship to ←

**Your Order**

Items (1)	\$162.00
Shipping	TBD
Taxes <sup>2</sup> <a href="#">more details</a>	TBD
<b>Total</b>	<b>\$162.00</b>

<sup>2</sup>Final taxes will be calculated upon order fulfillment

Promo Code  Apply

You may only use one code per order

**Shipping Options**

YOUR ORDER FROM: Embry Riddle Worldwide Bookstore

- Ground \$7.50 We ship APO boxes via USPS PRIORITY mail
- 2nd Business Day \$13.50 We ship APO boxes via USPS PRIORITY mail
- Next Business Day** \$18.00 We ship APO boxes via USPS PRIORITY mail

→ Next >

[Back to Cart](#)

### Step 8: Payment Methods

As a participant in the Georgia Dual Enrollment program, you will not pay for your tuition or textbooks. The Bookstore will process your order and bill your student account where the Georgia Dual Enrollment program will pay the balance directly.

In order to process your order correctly, please select **“Financial Aid”** from the dropdown menu found under Alternate Forms of Payment. Then enter your **Embry-Riddle Student ID number** and select **“Find Accounts”**.

**Secure Checkout** Delivery - Payment - Review & Order

**Payment Methods**

**ALTERNATE FORMS OF PAYMENT**

Financial Aid ←

Account Number-Enter student ID in required field to process order- please allow 1-2 business days to process. FA - CH 31 VOC REHAB ORDERS ARE ONLY PERMITTED 30 DAYS BEFORE THE START OF THE TERM ←

Find Accounts Cancel

**Your Order**

Items (1)	\$164.25
Shipping	\$18.00
Taxes <sup>2</sup> <a href="#">more details</a>	\$12.76
<b>Total</b>	<b>\$195.01</b>

<sup>2</sup>Final taxes will be calculated upon order fulfillment

Promo Code  Apply

You may only use one code per order

**CREDIT / DEBIT CARDS**

**Account Information** **Billing Address**

Card Type required Choose Card Type

Default Billing Address: ▼ New Address

Next >

# EMBRY-RIDDLE

## Aeronautical University

DUAL ENROLLMENT



Once your student number is entered, you will see a code listed under “Accounts” containing the Semester (Fall, Spring or Summer) your term is in and the year.

If you receive an error/account not found message after entering your student number, please verify that the number entered is accurate, and no extra spaces are used. If the number is accurate, and the system is not recognizing it, please **STOP** and contact the Dual Enrollment Office.

**Please do not enter your Credit Card information!** If prompted to enter your Credit Card information, please **STOP** and make sure all correct options are selected. If all correct options have been selected and the system is still prompting you to enter your credit card information, or you receive any type of unknown error, please **STOP** and contact the Dual Enrollment Office.

### Step 9: Placing Your Order

Prior to Checking Out, verify that both your shipping address and book information are correct. If both are correct, select “Place Order”.

Secure Checkout Delivery - Payment - Review & Order

#### Payment Methods

ALTERNATE FORMS OF PAYMENT

Financial Aid

Accounts	Online End Date	Restrictions
Fall 2017 DE	12/18/17	No restrictions in cart

I agree to the [Financial Aid Terms & Conditions](#)

**Apply** **Cancel** [I don't see my financial aid listed](#)

CREDIT / DEBIT CARDS

Account Information: Card Type

Billing Address: Default Billing Address:  **New Address**

**Next**

Items (1)	\$164.25
Shipping	\$18.00
Taxes <sup>2</sup> <a href="#">more details</a>	\$12.76
<b>Total</b>	<b>\$195.01</b>

<sup>2</sup>Final taxes will be calculated upon order fulfillment

Promo Code:  **Apply**

You may only use one code per order

Check the box stating you agree to the Financial Aid Terms & Conditions and select “Apply”.

Secure Checkout DELIVERY - PAYMENT - Review & Order

You're not finished yet! Please review your order and hit "Place Order" to finalize.

**Place Order**

**PAYMENT** [Edit](#)

Note: This purchase will not be reflected in your account balance(s) until your order is processed.

Account	Term	Amount
Financial Aid	Fall 2017 DE	\$195.01

**YOUR ORDER FROM:** Embry Riddle Worldwide Bookstore

**DELIVERY** [Edit](#)

Next Business Day Shipping Address: Joseph Hoffman

**YOUR ORDER** [Edit Cart](#)

Product Details	Buy or Rent	Qty	Unit Price	Total Price
 Engineering Fundamentals Author: Mearns Publisher: Cengage Learning ISBN: 9781305084706 Course: ENGR 101	Buy New	1	\$164.25	\$164.25

**TEXTBOOK NEW/USED CONDITION PREFERENCE**

If the textbook condition (new/used) I selected is unavailable, please REPLACE my textbook with the condition available. This may affect my order total. (Recommended)

**Place Order**

# EMBRY-RIDDLE Aeronautical University

## DUAL ENROLLMENT



### Step 10: Order Confirmation

Upon completion, an Order and Shipping confirmation will be sent to your Embry-Riddle email address.



#### ORDER CONFIRMATION

Hello,

Thank you for your order. You will receive an email when your item(s) has shipped or is ready for pickup. Please wait for this email prior to going in-store for pickup. Your item(s) may ship from a location other than where you placed your order.

We at Embry Riddle Worldwide Bookstore would like to thank you for shopping with us.

#### Order Summary

Order Number: 15710000000003    Order Date: Aug 11, 2016  
Receipt Method: Ground



#### ORDER UPDATE

Hello,

Thank you for your order. **The items below have shipped.** Your order may arrive in multiple packages. If your order contains a digital item, your digital access information is below. Keep this email for reference.

#### Order Summary

Order Number: 15710000000001    Order Date: Aug 10, 2016  
Receipt Method: 2nd Business Day  
Ship to:  
2359 Beville Road  
South Daytona FL 32119

If the Bursar's office denies an order, a cancellation notice will be sent to the student by email. Please contact the Dual Enrollment Office if you receive this notification.



#### ORDER UPDATE

Hello,

#### Order Summary

Order Number: 15710000000004    Order Date: Aug 11, 2016  
Receipt Method: Ground  
Ship to:  
2359 Beville Road  
South Daytona FL 32119

#### Order Details

Product Details:  
Publication Manual of APA  
Author: Amer Psychol Assn  
Edition: 6th  
ERAU Worldwide > Fall 2016 -  
STATUS: CANCELLED

If you experience any issues with the ordering process, please make sure that you do not proceed with the order and contact the [Dual Enrollment Office](#) immediately.

We wish you the best of luck in your upcoming Dual Enrollment term!