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.
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”.

---

**Embry-Riddle Aeronautical University**

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

**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.

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”.

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”.
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”.

Check the box stating you agree to the Financial Aid Terms & Conditions and select “Apply”.
Step 10: Order Confirmation

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

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.

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!