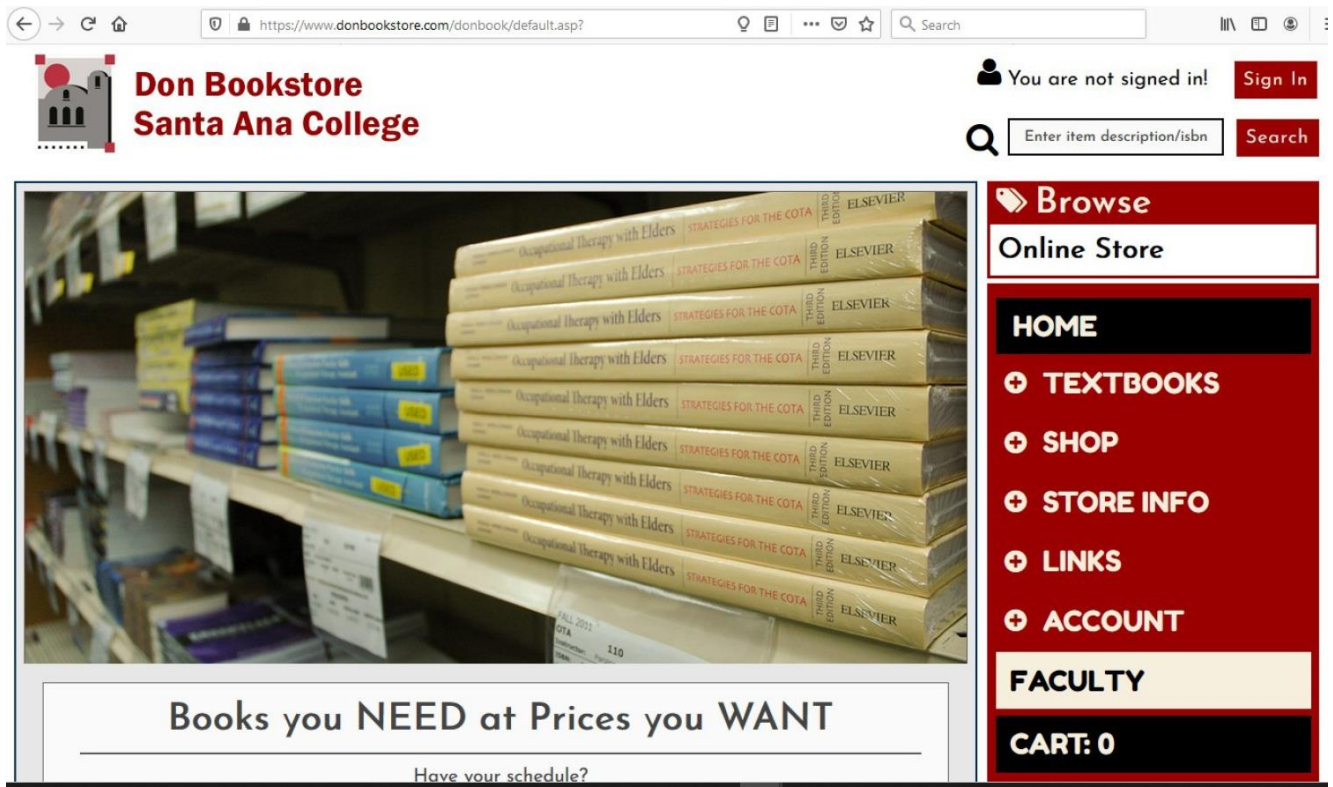


Financial Aid Online DON Bookstore Purchases

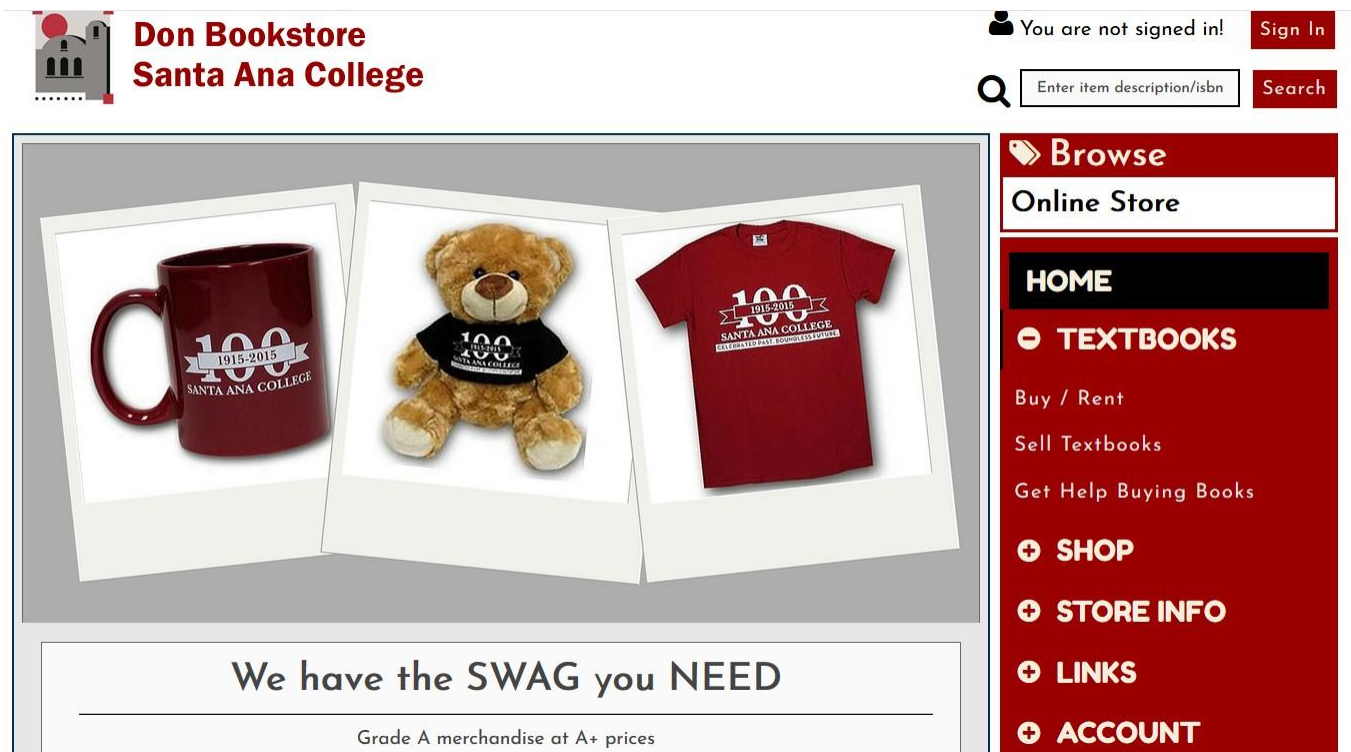
Available beginning August 23, 2021

1. Open www.Donbookstore.com with a web browser (i.e. Google Chrome, Microsoft Edge).



The screenshot shows the homepage of the Don Bookstore at Santa Ana College. The browser address bar displays <https://www.donbookstore.com/donbook/default.asp?>. The page features a navigation bar with the logo, the text "Don Bookstore Santa Ana College", a search bar, and a "Sign In" button. A main banner image shows a stack of books with the text "Books you NEED at Prices you WANT" and "Have your schedule?". A red sidebar menu on the right contains the following items: "Browse", "Online Store", "HOME", "TEXTBOOKS", "SHOP", "STORE INFO", "LINKS", "ACCOUNT", "FACULTY", and "CART: 0".

2. Click on "TEXTBOOKS" and select the "Buy/Rent" option from the drop-down menu.



The screenshot shows the merchandise section of the Don Bookstore website. The browser address bar displays <https://www.donbookstore.com/donbook/default.asp?>. The page features a navigation bar with the logo, the text "Don Bookstore Santa Ana College", a search bar, and a "Sign In" button. A main banner image shows three items of merchandise: a maroon mug, a teddy bear, and a red t-shirt, all with "100 SANTA ANA COLLEGE" branding. The text "We have the SWAG you NEED" and "Grade A merchandise at A+ prices" is displayed below the items. A red sidebar menu on the right contains the following items: "Browse", "Online Store", "HOME", "TEXTBOOKS" (with a dropdown menu open showing "Buy / Rent", "Sell Textbooks", and "Get Help Buying Books"), "SHOP", "STORE INFO", "LINKS", and "ACCOUNT".

3. Review the text and select the **Yes** button. You will be directed to the textbook selection screen.

The screenshot shows the Don Bookstore Santa Ana College website. At the top left is the logo and name. At the top right, it says "Signed in as H Rodriguez!" with a "Sign Out" button. Below that is a search bar with the placeholder "Enter item description/isbn" and a "Search" button. The main content area is divided into two columns. The left column contains three sections: "Substitutions" with a paragraph about substituting books, "Textbook Info" with a paragraph about used books, and "In-Store Pickup Next Business Day" with a paragraph about pickup requirements. At the bottom of this section is a confirmation statement "I accept these terms and I'm ready to shop!" with "No" and "Yes" buttons. Below that is a link to "Click here for full instructions." The right column is a red sidebar with a "Browse" icon and text, followed by "Online Store". Below that are buttons for "HOME", "TEXTBOOKS", "SHOP", "STORE INFO", "LINKS", and "ACCOUNT". At the bottom of the sidebar are "FACULTY" and "CART: 0".

4. First you will select your “Term” from the drop-down menu: “2021LSAC-SAC DON”.

The screenshot shows the Don Bookstore Santa Ana College website's course selection screen. At the top is the logo and name, with social media icons for Facebook, Twitter, Google+, and Email. Below the logo is a dark grey bar with "CHOOSE YOUR COURSES" and "CURRENT COURSE LIST". The main content area is a light grey box with a "Choose a Term..." dropdown menu. Below it are three empty input fields. To the right of these fields is the text "NO COURSES SELECTED!". At the bottom of the box is a green button with a right arrow and the text "BEGIN PRICE COMPARISON & SHOPPING".

5. Next, you will select your class “Department”(i.e. ACCT, BIOL, CHEM)

Don Bookstore
Santa Ana College

CHOOSE YOUR COURSES

CURRENT COURSE LIST

SUMMER 2020

Choose a Department...

NO COURSES SELECTED!

BEGIN PRICE COMPARISON & SHOPPING

6. Third, you will select your “Course”(i.e. ACCT 101, BIOL 109)

Don Bookstore
Santa Ana College

CHOOSE YOUR COURSES

CURRENT COURSE LIST

SUMMER 2020

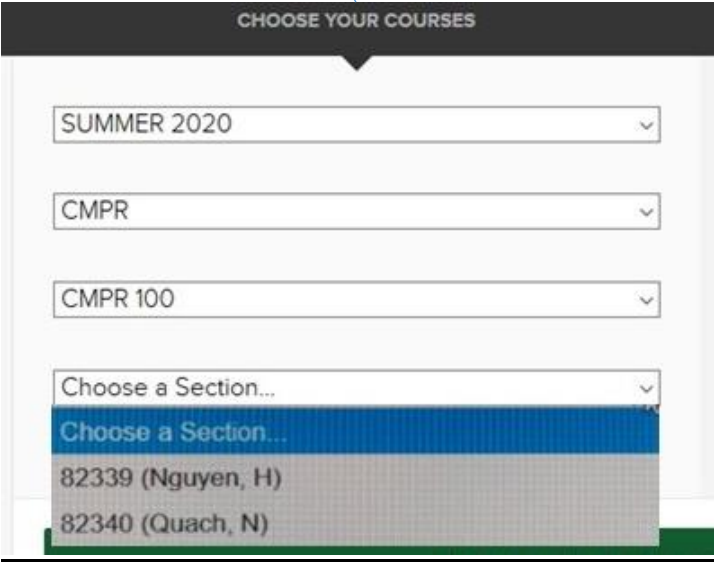
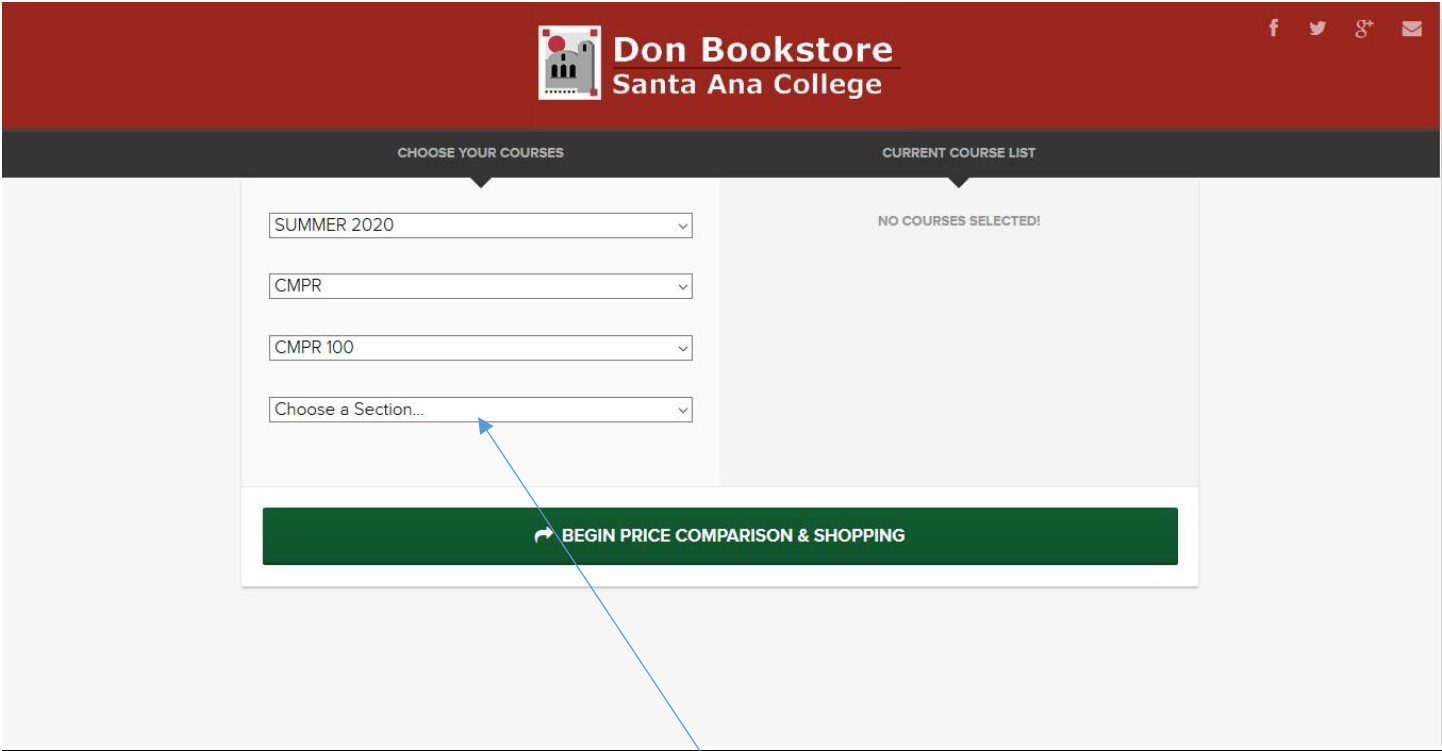
CMPR

Choose a Course...

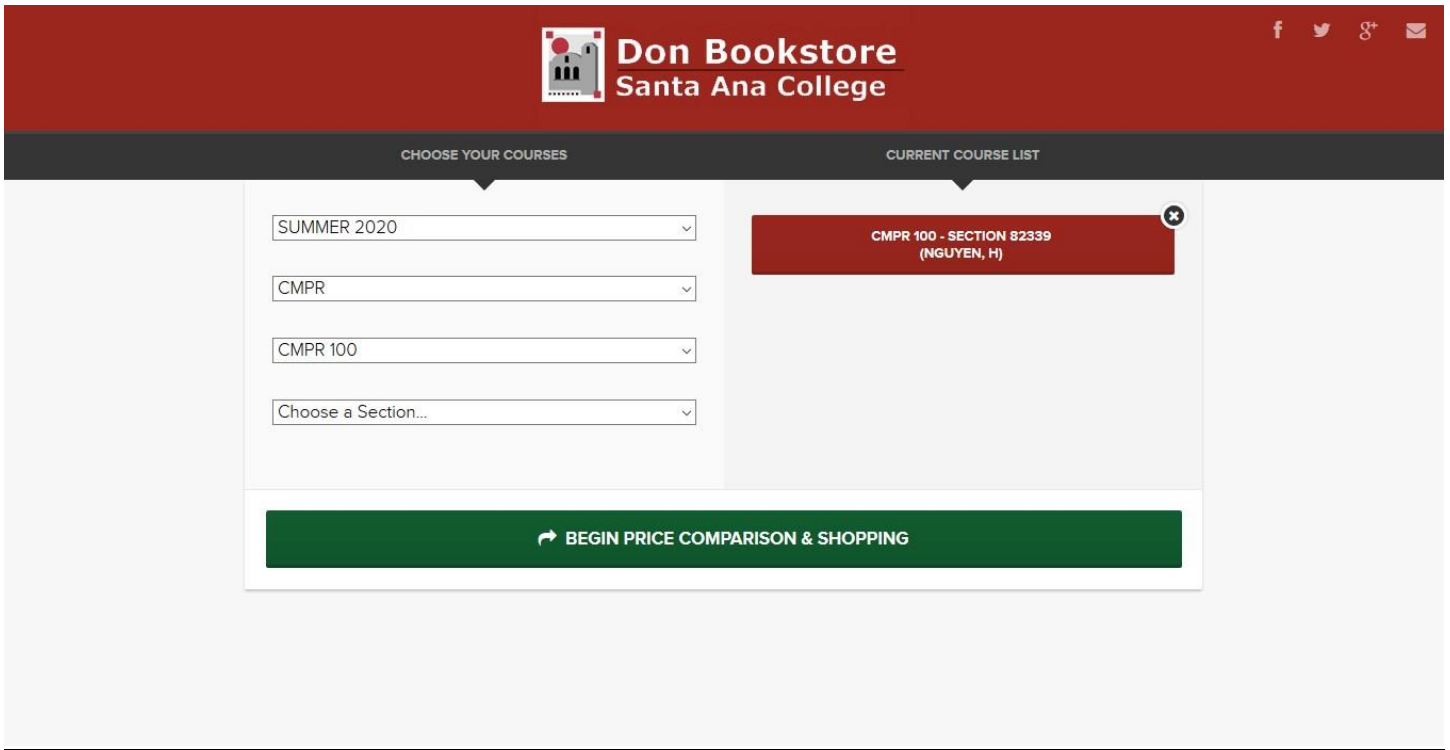
NO COURSES SELECTED!

BEGIN PRICE COMPARISON & SHOPPING

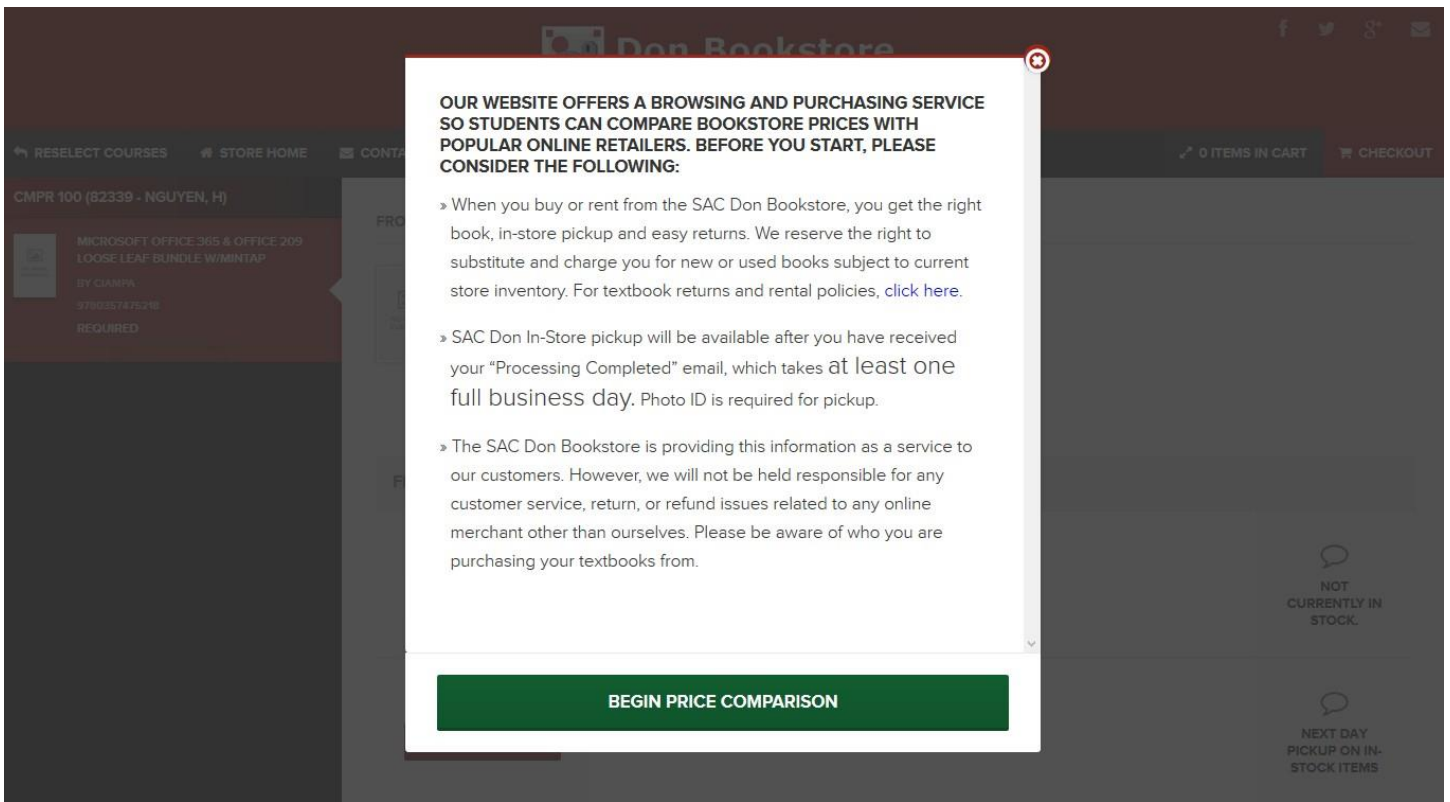
7. Now you will select your course “SECTION” number
(the 5 digit number from the drop-down menu that matches your course)

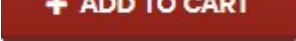


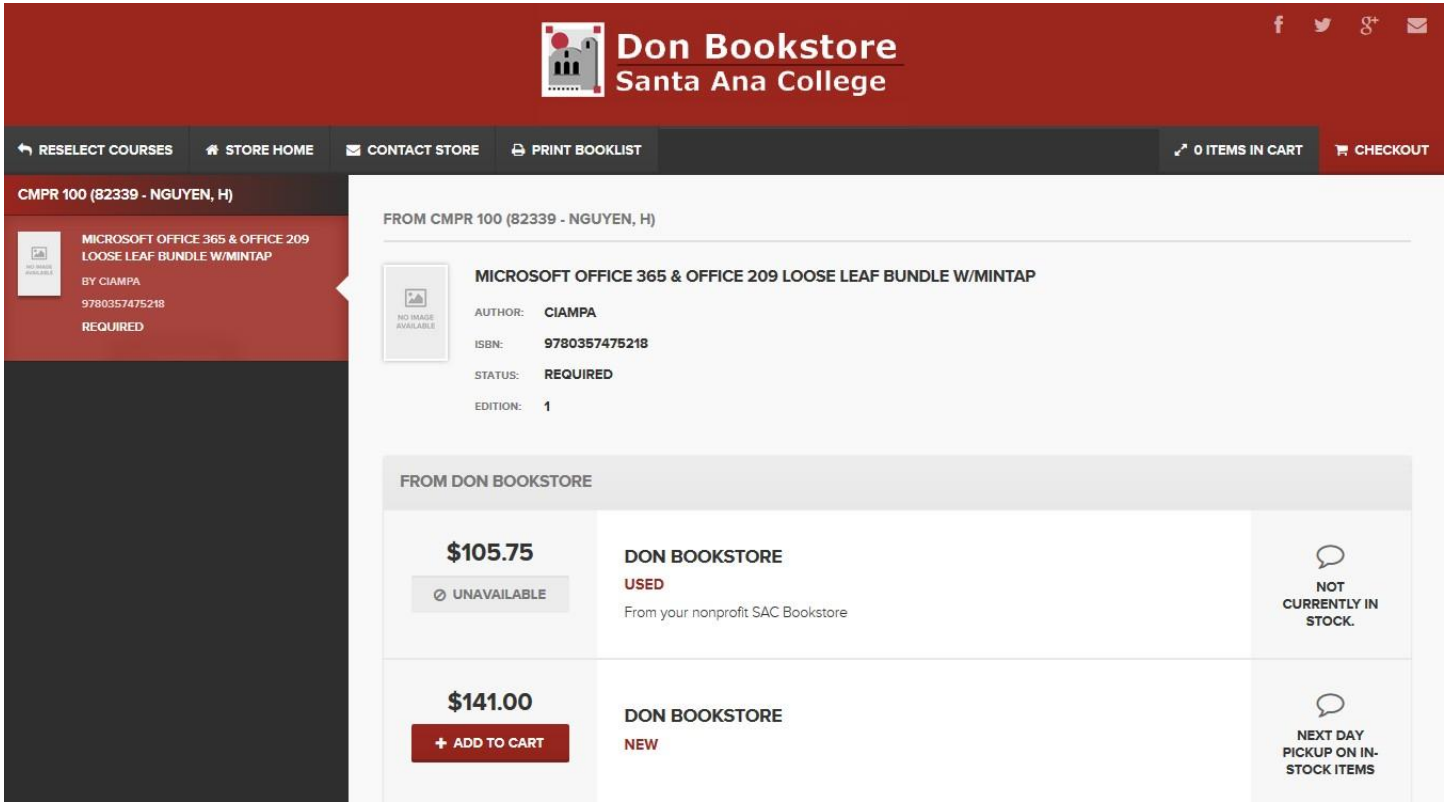
8. Once the “CURRENT COURSE LIST” column has a selection you may click “BEGIN PRICE COMPARISON & SHOPPING” button



9. Click the “BEGIN PRICE COMPARISON” button

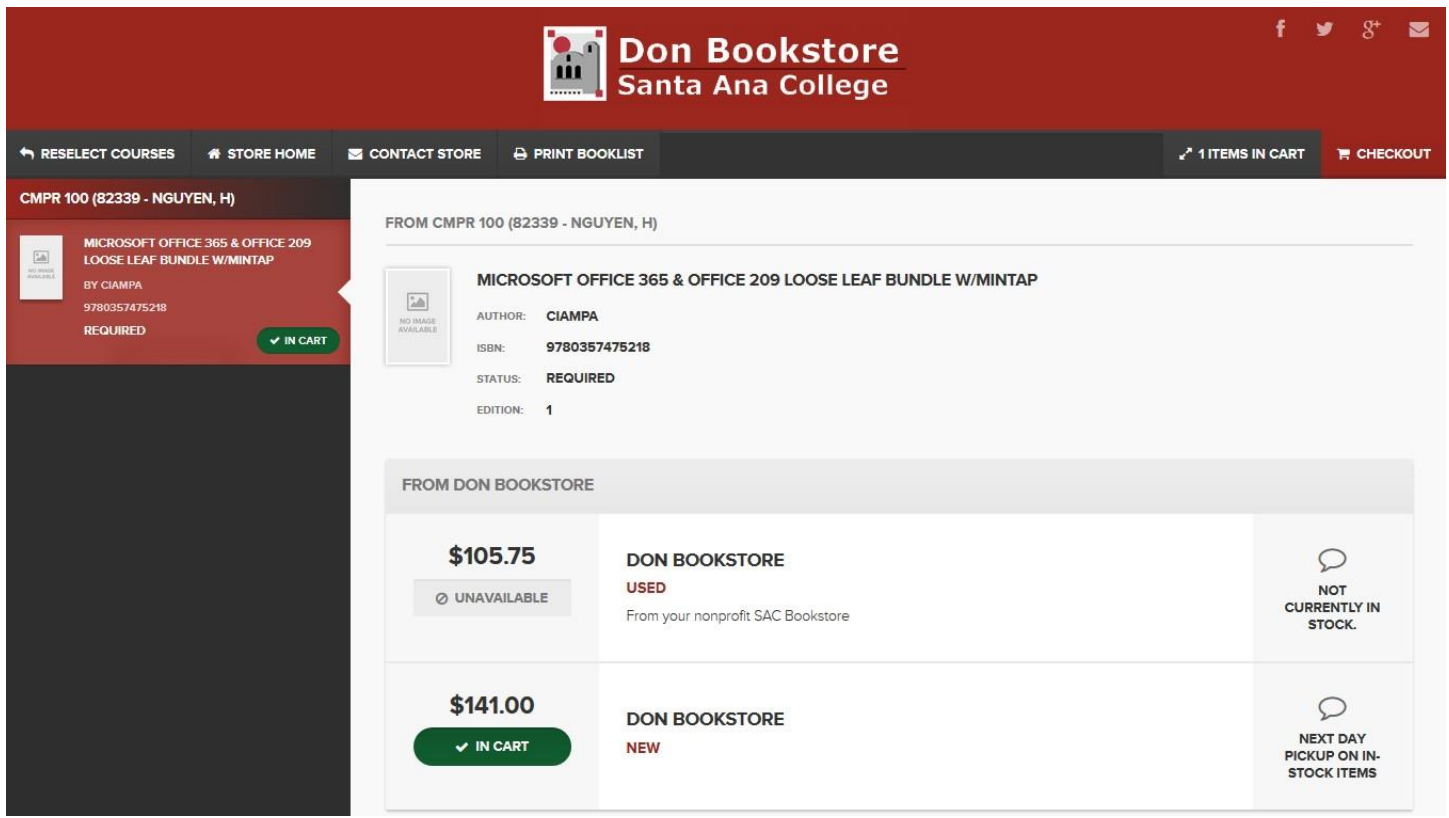


10. Now, select the textbook you would like to purchase by clicking the  button. FYI, some textbooks are offered as New or Used, but not all have this option. If a book is not in stock, UNAVAILABLE will appear in the column beneath its price.

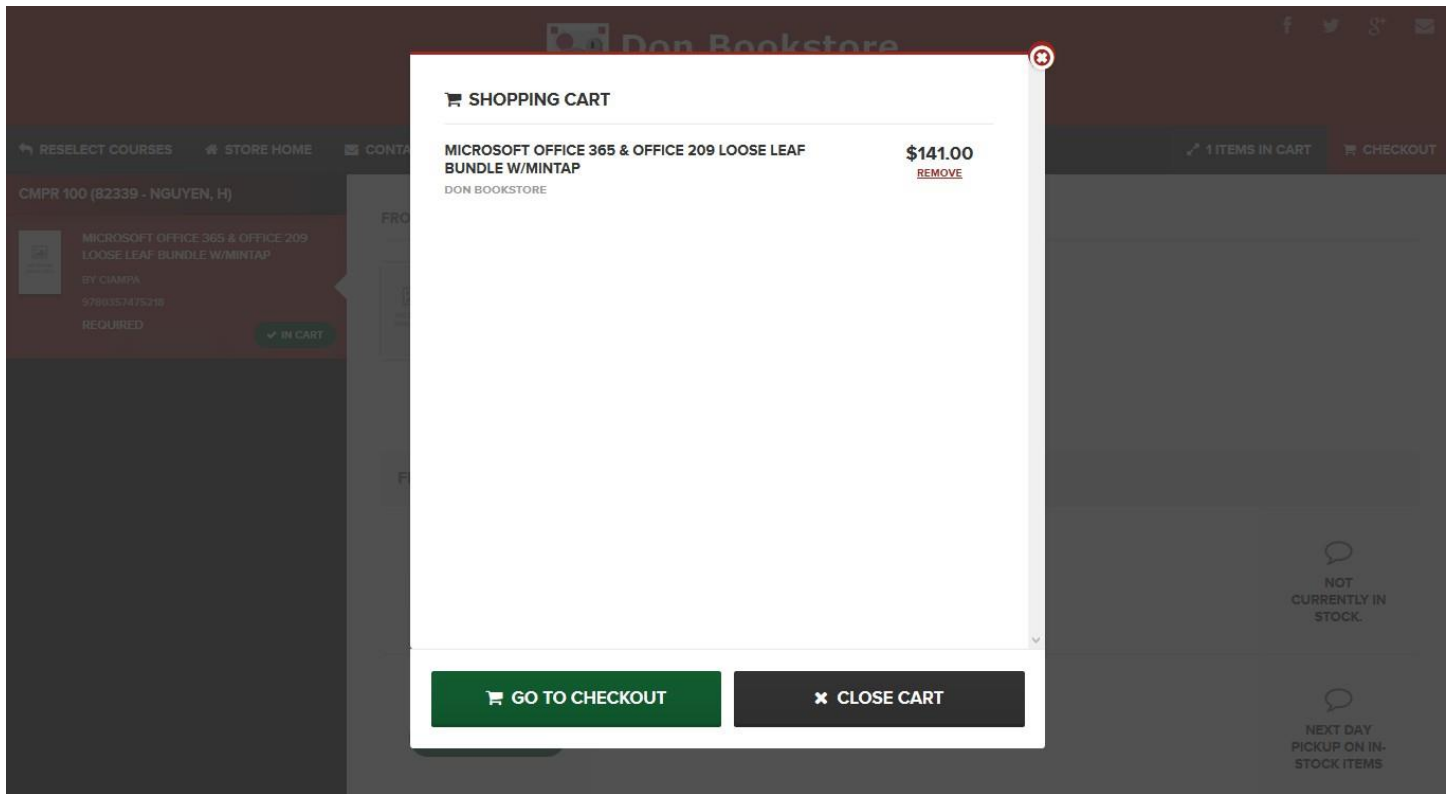


The screenshot shows the Don Bookstore website for Santa Ana College. The header includes the store name and social media icons. A navigation bar contains links like 'RESELECT COURSES', 'STORE HOME', 'CONTACT STORE', 'PRINT BOOKLIST', '0 ITEMS IN CART', and 'CHECKOUT'. The main content area is for course 'CMPR 100 (82339 - NGUYEN, H)'. It features a sidebar with the textbook title 'MICROSOFT OFFICE 365 & OFFICE 209 LOOSE LEAF BUNDLE W/MINTAP' by CIAMPA, ISBN 9780357475218, and a 'REQUIRED' status. The main area shows the book title and author. Below, there are two pricing options: a 'USED' option for \$105.75 which is 'UNAVAILABLE', and a 'NEW' option for \$141.00 with a '+ ADD TO CART' button. The 'USED' option is marked as 'NOT CURRENTLY IN STOCK', while the 'NEW' option is marked as 'NEXT DAY PICKUP ON IN-STOCK ITEMS'.

11. Your textbook has been added to your cart.



12. You can view the contents of your cart by clicking the **ITEMS IN CART** button on the right-hand side of the screen. If you are ready to complete your order click on the **“GO TO CHECKOUT”** button.



13. Click on the **“CHECK OUT FROM RETAILER”** button. You will be automatically

transferred to the “MY CART” page of your order.

Don Bookstore
Santa Ana College

← BACK TO SHOPPING

NOTE: If you have anything in your cart from a non-your nonprofit SAC Bookstore vendor, your nonprofit SAC Bookstore will not be responsible for the item(s) purchased from that retailer, including customer service and returns or refunds. Please check to see that the materials are the correct edition, have all ancillary materials (CD's, lab books, etc.) included and you've validated the shipping date.

1	DON BOOKSTORE	1 ITEMS	\$141.00 TOTAL
---	---------------	---------	----------------

[CHECKOUT FROM RETAILER](#)
(OPENS NEW TAB OR WINDOW)

14. On the “MY CART” page, you have the option of removing your selection, saving your order for later, continuing your shopping or checking out.

Important Information About Your Order

Substitutions - The Don Bookstore reserves the right to substitute and charge you for a new book if used is not available at the time your order is processed.

In-Store Pickup Next Business Day - When you receive your second email from the bookstore, your order is ready for pickup, usually after a full 24 hours (Monday-Friday). Bring a photo ID and your web order number to the bookstore.

Refunds and Rentals - [Click here](#) for our refund policy and textbook rental agreement.

Don Online FAQ - [Click here](#)

Bookstore Hours and Directions - [Click here](#)

My Cart

	Price	Qty	Total Price
Microsoft Office 365 & Office 209 Loose Leaf Bundle W/Mintap NEW, SUMMER 2020, COMPUTER SCIENCE, 100, 82339 SKU: 10748381 ISBN: 9780357475218 Author(s): Ciampa Copyright 19 Edition 1	\$141.00	1	\$141.00 remove

[Update Totals](#)

Coupon Code [Apply](#)

Purchase Subtotal: **\$141.00**

[Save Cart For Later](#) [« Continue Shopping](#) [Checkout »](#)

Online Store

HOME

+ TEXTBOOKS

+ SHOP

+ STORE INFO

+ LINKS

+ ACCOUNT

FACULTY

CART: 1

15. If you have chosen to complete your order and check out, you will need to Sign In to our website. If you do not have an account with us, you will need to create one. Please

proceed to step #16 for an example of the account creation page.

The screenshot shows the 'Don Bookstore Santa Ana College' website. The header includes the bookstore logo, a 'Sign In' button indicating the user is not signed in, and a search bar with the placeholder text 'Enter item description/isbn'. The main content area is titled 'Already have an account?' and contains a login form with fields for 'Email Address' and 'Password'. Below the form are 'Login' and 'Forgot your password?' buttons, and a 'Create An Account »' button. The right sidebar features a 'Browse' menu with options: 'Online Store', 'HOME', 'TEXTBOOKS', 'SHOP', 'STORE INFO', 'LINKS', 'ACCOUNT', 'FACULTY', and 'CART: 1'.

16. Example: Account creation page. Please select “Receive email communications from the Don Bookstore” under Account Preferences. Also, please make sure your billing

address matches the credit card you are using for your purchase.



Don Bookstore
Santa Ana College

You are not signed in! [Sign In](#)

[Search](#)

Create An Account

Account Information

* required fields

* Email address

* Confirm email address

* Select a password

* Confirm password

Account Preferences

Receive email communications from Don Bookstore.

Shipping Information

* required fields

* First Name

* Last Name

* Address

Address 2

* Country

* City

* State/Province

* Zip/Postal Code

* Daytime Phone

Billing Address

Please ensure that the billing address you enter below matches the billing address for your credit card. Incorrect information may result in a delay or possibly even the cancellation of your order if you are paying by credit card.

My billing address is the same as my shipping address.

* First Name

* Last Name

* Address

Address 2

* Country

* City

* State/Province

* ZIP/Postal Code

* Daytime Phone

Please take a moment to review our [Return Policy](#) (opens in a new window).

[Review Your Order](#) *Clicking this button will **not** finalize your order.*

This company is based in the United States of America.

Browse

Online Store

HOME

+ TEXTBOOKS

+ SHOP

+ STORE INFO

+ LINKS

+ ACCOUNT

FACULTY

CART: 0

17. Once you set up your account, you will be asked to log into your account.



Don Bookstore
Santa Ana College

 You are not signed in! [Sign In](#)

 [Search](#)

Already have an account?

If you already have an account, you can log in below.

Email Address

Password

[Login](#)

[Forgot your password?](#)

[Create An Account »](#)

 **Browse**

Online Store

HOME

+ TEXTBOOKS

+ SHOP

+ STORE INFO

+ LINKS

+ ACCOUNT

FACULTY

CART: 1

18. On the “Shipping Info” screen, select your preferred shipping method. Then, click the “Continue To Payment” button.



Checkout

Shipping Info » Payment Info » Review Your Order » Receipt

Shipping Info

Ship To

* required fields

* First Name

* Last Name

* Address

Address 2

* Country

* City

* State/Province

* ZIP/Postal Code

* Daytime Phone

Shipping Method

Method

[More info on shipping methods](#)

Special Instructions

[Continue To Payment Info »](#)

Browse

Online Store

HOME

➤ TEXTBOOKS

➤ SHOP

➤ STORE INFO

➤ LINKS

➤ ACCOUNT

FACULTY

CART: 1

Method

- Please make a selection -

- Please make a selection -

CURBSIDE PICK-UP

USPS

OUT-OF-STATE SHIPPING

19. At the "Payment Info" screen, enter your student ID number in the Student ID field.



Checkout

Shipping Info » **Payment Info** » Review Your Order » Receipt

Payment Info

Summary of Charges

Subtotal	\$141.00
Shipping	\$0.00 (IN-STORE PICKUP NOT AVAILABLE AT THIS TIME)
Tax	\$13.04
Order Total	\$154.04

Select Your Payment Method(s)

Remaining Balance **\$154.04**

Student ID

Student ID is required to complete your textbook transaction

Student ID

Payment Method

Please select your preferred method of payment and then complete the requested information:

-- Please Select --

REFUNDS: Please note that banks may take 14-30 days to post debit/credit card refunds to your account.

Billing Address

Please ensure that the billing address you enter below matches the billing address for your credit card. Incorrect information may result in a delay or possibly even the cancellation of your order if you are paying by credit card.

My billing address is the same as my shipping address.

* First Name

* Last Name

* Address

Address 2

* Country

* City

* State/Province

* ZIP/Postal Code

* Daytime Phone

Please take a moment to review our [Return Policy](#) (opens in a new window).

[Review Your Order](#) » Clicking this button will **not** finalize your order.

This company is based in the United States of America.

Browse

Online Store

HOME

- TEXTBOOKS
- SHOP
- STORE INFO
- LINKS
- ACCOUNT

FACULTY

CART: 1

Student ID

Student ID is required to complete your textbook transaction

Student ID

20. On the same screen, select your Payment Method. If using Financial Aid, please select "FA Link". FA Link may be used for your shipping & handling fees.

Don Bookstore
Santa Ana College

Signed in as H Rodriguez! [Sign Out](#)

Enter item description/isbn [Search](#)

Checkout

Shipping Info » **Payment Info** » Review Your Order » Receipt

Payment Info

Summary of Charges

Subtotal	\$141.00
Shipping	\$0.00 (IN-STORE PICKUP NOT AVAILABLE AT THIS TIME)
Tax	\$13.04
Order Total	\$154.04

Select Your Payment Method(s)

Remaining Balance: \$154.04

Student ID

Student ID is required to complete your textbook transaction

Student ID:

Payment Method

Please select your preferred method of payment and then complete the requested information:

-- Please Select --

- Please Select --
- CREDIT CARD
- A/R CHARGE
- EOPS SCC
- FA Link**
- EOPS SAC BOOKS
- EOPS SAC SUPPLIES
- BOOKSTORE GIFT CARD

* Last Name:

* Address:

Address 2:

* Country:

* City:

* State/Province:

* ZIP/Postal Code:

* Daytime Phone:

Please take a moment to review our [Return Policy](#) (opens in a new window).

[Review Your Order](#) » Clicking this button will **not** finalize your order.

This company is based in the United States of America.

Browse

Online Store

HOME

- + TEXTBOOKS
- + SHOP
- + STORE INFO
- + LINKS
- + ACCOUNT

FACULTY

CART: 1

Please select your preferred method of payment and then complete the requested information:

-- Please Select --

- Please Select --
- CREDIT CARD
- A/R CHARGE
- EOPS SCC
- FA Link**
- EOPS SAC BOOKS
- EOPS SAC SUPPLIES
- BOOKSTORE GIFT CARD

21. In the same field, re-enter your student ID number in the provided field. After entering your ID number, click on the “Apply To My Order” button.

Payment Method

Please select your preferred method of payment and then complete the requested information:

-- Please Select --

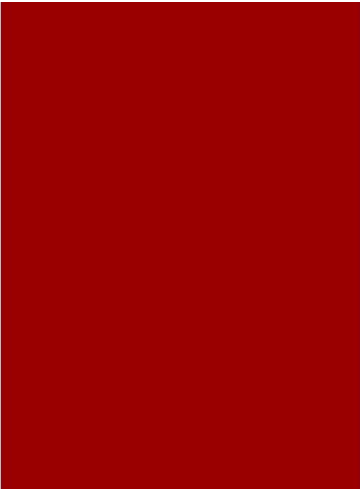
REFUNDS: Please note that banks may take 14-30 days to post debit/credit card refunds to your account.

EOPS SAC BOOKS

Please Enter Student ID:

Amount:

[cancel](#)



Enter Student ID Number again

22. If you have met your payment requirements, you will see the following screen. Click on the "Review Your Order" button to continue with your purchase.



Don Bookstore
Santa Ana College

Signed in as H Rodriguez!

[Sign Out](#)



Enter item description/isbn

[Search](#)

Checkout

[Shipping Info](#) » [Payment Info](#) » [Review Your Order](#) » [Receipt](#)

Payment Info

Summary of Charges

Subtotal	\$141.00
Shipping	\$0.00 (IN-STORE PICKUP NOT AVAILABLE AT THIS TIME)
Tax	\$13.04
Order Total	\$154.04
<i>EOPS SAC BOOKS</i>	<i>-\$154.04 (remove)</i>
Remaining Balance	\$0.00

Student ID

Student ID is required to complete your textbook transaction

Student ID

Payment Method

You have satisfied your payment requirements. You can now complete your order.



-- Please Select --

REFUNDS: Please note that banks may take 14-30 days to post debit/credit card refunds to your account.

Billing Address

Please ensure that the billing address you enter below matches the billing address for your credit card. Incorrect information may result in a delay or possibly even the cancellation of your order if you are paying by credit card.

My billing address is the same as my shipping address.

* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Address	<input type="text" value="1530 W 17th Street"/>
Address 2	<input type="text"/>
* Country	<input type="text" value="USA"/>
* City	<input type="text" value="Santa Ana"/>
* State/Province	<input type="text" value="California"/>
* ZIP/Postal Code	<input type="text" value="92706"/>
* Daytime Phone	<input type="text" value="714-564-6434"/>

Please take a moment to review our [Return Policy](#) (opens in a new window).

[Review Your Order](#) »

Clicking this button will **not** finalize your order.

[Browse](#)

[Online Store](#)

[HOME](#)

[+ TEXTBOOKS](#)

[+ SHOP](#)

[+ STORE INFO](#)

[+ LINKS](#)

[+ ACCOUNT](#)

[FACULTY](#)

CART: 1

23. Again, if you see this on the screen, you can proceed to the “Review Your Order” page.

Payment Info

Summary of Charges

Subtotal	\$141.00
Shipping	\$0.00 (IN-STORE PICKUP NOT AVAILABLE AT THIS TIME)
Tax	\$13.04
Order Total	\$154.04
FA Link	-\$154.04 remove
Remaining Balance	\$0.00

Student ID

Student ID is required to complete your textbook transaction

Student ID

Payment Method

You have satisfied your payment requirements. You can now complete your order.

-- Please Select --

REFUNDS: Please note that banks may take 14-30 days to post debit/credit card refunds to your account.

HOME

- TEXTBOOKS
- SHOP
- STORE INFO
- LINKS
- ACCOUNT

FACULTY

CART: 1

24. If this message appears:

There are insufficient funds for the FA Link account. The available balance is

You will need to apply additional funds to your order to complete the transaction. You may select “Credit Card” or “Bookstore Gift Card” as your second tender. See step #25.

NOTE: You can use any additional EOPS funds to cover shipping costs.

Payment Method

Please select your preferred method of payment and then complete the requested information:

-- Please Select --

REFUNDS: Please note that banks may take 14-30 days to post debit/credit card refunds to your account.

EOPS SAC BOOKS

Please Enter Student ID:

ID:

Amount:

[cancel](#)

There are insufficient funds for the EOPS SAC BOOKS account. The available balance is \$100.00.

25. Use this step if you need you need to pay with additional funds such as “Bookstore Gift Card” or “Credit Card”.
You will have to select another tender from the drop-down menu under “Payment Method” and click on “Apply Payment” when your selection is complete.





NOTE: If you have no Financial Aid funds available for your purchase you will have to use your personal funds to complete the order.

Payment Method

Please select your preferred method of payment and then complete the requested information:

-- Please Select --

REFUNDS: Please note that banks may take 14-30 days to post debit/credit card refunds to your account.

Credit Card    

Card Number

Expiration Month Expiration Year
Select Month Select Year

Security Code

Apply Payment

Please select your preferred method of payment and then complete the requested information:

-- Please Select --

-- Please Select --

CREDIT CARD

A/R CHARGE

EOPS SCC

FA Link

EOPS SAC BOOKS

EOPS SAC SUPPLIES

BOOKSTORE GIFT CARD

bit/credit card

26. When your order payment has been fulfilled and you press the “Review Your Order” button, you will be directed to the “Review Your Order” page. If the information is correct, select the “Place My Order” button.



Don Bookstore
Santa Ana College

Signed in as H Rodriguez!

Sign Out



Enter item description/isbn

Search

Browse

Online Store

HOME

+ TEXTBOOKS

+ SHOP

+ STORE INFO

+ LINKS

+ ACCOUNT

FACULTY

CART: 1

Checkout

[Shipping Info](#) » [Payment Info](#) » [Review Your Order](#) » [Receipt](#)

Review Your Order

Please review the information below to ensure it is correct.

Shipping Info

Shipping Method:

(IN-STORE PICKUP)

Change

Payment Info

FA Link

Change

Billing Address:

1530 W 17th Street
Santa Ana, CA 92706
US

	Price	Qty	Total Price
Microsoft Office 365 & Office 209 Loose Leaf Bundle W/Mintap NEW, SUMMER 2020, COMPUTER SCIENCE, 100, 82339 SKU: 10748381 ISBN: 9780357475218 Author(s): Ciampa Copyright 19 Edition 1	\$141.00	1	\$141.00

Purchase Subtotal: **\$141.00**

Tax

\$13.04

Purchase Total

\$154.04

Place My Order »

27. Your order is now complete. Please wait for your second email informing you the order has been completed.



Don Bookstore
Santa Ana College

Signed in as H Rodriguez!

Sign Out



Enter item description/isbn

Search

Checkout

[Textbook Options](#) » [Shipping Info](#) » [Payment Info](#) » [Review Your Order](#) » [Quote](#)

Thank You!

An order confirmation has been sent to [\[redacted\]](#). You may print this page for your records. Please remember that the total charged to your credit card may be adjusted based on inventory quantities at the time your order is processed. If you have any questions regarding your order, email don_bookstore@sac.edu or call (714) 564-6434. Please include your order number (45207) in any correspondence.

[Print Confirmation](#)

Your Receipt

Order Number:

45207

Order Date:

7/28/2020 2:00:24 PM

	Price	Qty	Total Price
Microsoft Office 365 & Office 209 Loose Leaf Bundle W/Mintap	\$141.00	1	\$141.00
NEW, SUMMER 2020, COMPUTER SCIENCE, 100, 82339			
SKU: 10748381			
ISBN: 0357475216			
Author(s): Ciampa			
Copyright 19			
Edition 1			

Purchase Subtotal: **\$141.00**

Tax

\$13.04

Purchase Total

\$154.04

Payment Info

EOPS SAC BOOKS:

Billing Address:

1530 W 17th Street
Santa Ana, CA 92706
US

Shipping Info

Shipping Method:

(IN-STORE PICKUP [redacted])

Browse

Online Store

HOME

➤ TEXTBOOKS

➤ SHOP

➤ STORE INFO

➤ LINKS

➤ ACCOUNT

FACULTY

CART: 0

These instructions apply to the use of the "Financial Aid" a.k.a. "FA Link" or "FAFSA"

Thank you and Good Luck this semester