Virtual Bookstore Tutorial – LS

Navigate to [https://bncvirtual.com/middlebury](https://bncvirtual.com/middlebury)

Click here to start, or click here to use a book loan/gov’t funding
Choose your semester from the drop-down.

Start typing your course number and select it from the drop-down. Use format ABCD 1234 (eg, SPAN 1234) to ensure courses show up.

Once you’ve added all your courses(s), click the blue arrow to “View Your Materials.”
Your Materials

We've made it easy to get your course materials for each class. Just review and select below.

**Select your preferred option and click “Add Selected to Cart”.**

Guaranteed buyback tells you how much you can get if you plan to sell the book back after the semester ends.

Select your preferred option and click “Add Selected to Cart”. Note any messages above the materials.

When you’ve added all your courses and selected all your materials, click the blue “Proceed to Checkout” arrow.
If everything in your cart looks good, click “Check out now” or “Check out with Paypal”.

If you’ve ordered books from the Middlebury Virtual Bookstore before, you can log into your account in the “Existing Customers” section on the left. If this is your first time ordering from the Middlebury Virtual Bookstore, use the form on the right to create an account. You may use any email address you wish to create your account (it does not need to be a Middlebury email address).
Fill in shipping and billing information on this screen. Make sure the shipping address is correct – it should default to “Use School Address” so if you are studying remotely, make sure the correct address is entered. The Campus Delivery address should be 14 Old Chapel Road as shown.

Available shipping methods and approximate delivery times are noted in the next screen. Please note shipping times are not guaranteed due to the high volume carriers are experiencing so please plan accordingly. Click “Select Payment Option” once you’ve chosen a shipping method.
Enter payment information and click “Review Your Order” to submit your order. You can log into your account at any time to check the status of your order, to initiate returns, or to sell books back after the semester ends.