Go to http://bookstore.potsdam.edu

Go to Textbook Tab
Click on order textbooks
Read the details

Ready to order? click here
SELECT TERM, DEPARTMENT, COURSE/SECTION

Then click “add section”
Keep on adding courses & get materials

Courses will appear in a list here as you select them.

Done adding? Click here to go to the next step.
DECIDE WHO TO ORDER FROM

Ordering from the store?
Enter type and number of copies and click on add to cart, then click on shopping cart.

Buying off the internet? You will be taken to their website to order with a credit card; you can’t use Bear Express.
VERIFY YOUR ORDER PREFERENCE

Select Used, New, or Rental (if available)
Select Quantity
Click here to go to the next step
UPDATE YOUR ORDER

First: Chose how you would like your order updated if anything is changed by the teacher.

Second: Click this box to confirm the store can update your order.

Third: Click here to get to the next step.
Almost There........
Log in or create an account to pay and checkout.

Account holders can sign up or verify their loyalty rewards account information. Get points for your purchases!
CHOOSE PICK UP OR SHIP

Don’t choose this option after Jan 19 – books may not reach your home address before you leave to return to campus.

Books will be available starting Jan 23 in Pete’s Place in the Student Union.
CUSTOMER INFO

Populate student information here

MAKE SURE YOU USE THE STUDENT'S NAME HERE and P #

Click on calculate total to go to pay and finish
PAYMENT TYPE

Pay with Bear Express or Credit Card
DONE!!!  CHECK YOUR EMAIL!

- You will get an email verifying your order - make sure your spam filter allows emails from collegestore@sunypotsdam
- You will get updates on any price changes in your order via email
- You will get information on textbook pre-pack pick-up locations and times
- Join us on social media for up to date information
- Facebook: collegestorepotsdam  Twitter: @collegestorepo