WASHINGTON
ADVENTIST UNIVERSITY

December 21, 2010

Dear Students:

We are excited to introduce you to our new virtual bookstore—MBS Direct! If you are using financial aid or grant monies to purchase your textbooks, please follow these steps:

1. Contact Devie Phipps at dphipps@wau.edu or 301-891-4007 to set up your account.
2. You will need the following information to order your books:
   - Your WAU Student I.D. number
   - Your WAU E-mail address
3. MBS Direct will contact you via your WAU e-mail, that contains your Voucher ID, to confirm that your voucher is available. You can now begin your order at http://bookstore.mbsdirect.net/wau.htm.
4. Click on "Order my books."
5. You will be prompted to choose your method of payment, select "Institution's Voucher or Student Financial Aid (SFA)." Enter your Student ID and Voucher ID, then click "Continue."
6. The next page will confirm your voucher details. Click "Continue" to proceed.
7. Select your program(s) and click "Continue."
8. Select your Course ID(s) from the list, and then click "Submit Course ID Selection(s)."
9. The required books for your courses will be listed. Choose between Used or New versions, and select "Add Item(s) to Cart."
10. Recommended items may be listed on the next page based on your course materials. These recommendations are not covered by vouchers and default to "Don't Buy." Select any recommended items you wish to purchase with a credit card. Continue by clicking "Add Item(s) to Cart" (whether or not you are purchasing recommended items).
11. Review the Contents of your shopping cart and select "Proceed to Checkout."
12. Log in or create an account if you are a new user.
13. Verify your shipping address and click the "Continue" button.
14. Select shipping options. If your voucher does not cover a portion of your order, you will need to supply credit card information.
15. Click "Finalize Order."
16. You will receive an email confirming your order shortly after finalizing the order.

Please contact Devie Phipps at 301-891-4007 or dphipps@wau.edu if you have questions.

Thank you.

Devie L. Phipps
Support Services Manager
School of Graduate & Professional Studies
Washington Adventist University