

St. Thomas High School

MBS Direct Online Book Ordering Instructions

Follow these basic instructions to complete your book order online from MBS Direct:

Select: Order my books / Credit Card / Continue

1. The Buy Course Materials page will display. It may take a few minutes to load.
A list of all courses and the books required for each for the entire year will display.
2. Refer to your son's schedule to locate the books he will need to order. The fields on your son's schedule that you need to reference are: SUBJECT, CRS (course), and SEM (semester).
3. In the displayed course selection list, locate the Course IDs that match the CRS and SUBJECT *for the first semester only (S 1 in the SEM column)* on your son's schedule, and place a check in the ADD box. You may also use the Search Course ID and enter each CRS and SUBJECT number, but the first method mentioned is recommended.
4. After selecting all Course IDs, select the Submit Course ID Selections button for the Buy Course Materials page to display. It may take a few minutes to load.
5. All books required for each course you selected will be displayed. Although not indicated on the screen, even the books required for the second semester (S 2) for the course(s) will be displayed. By default, the least expensive purchasing option will be pre-selected for you. Therefore, if a used book is available, that option will be selected. *Please do not select any eBooks unless you are purchasing as a spare set; the students need textbooks for the classroom. Note that some textbooks will come with eBooks in addition to the textbook, but this is not something you will have to select, it is automatic.*
6. All of the P.E. course selections will indicate that materials are available at the school. (While a select amount of P.E. clothing will be available for purchase at the school, it is recommended to purchase online at **clöz**. A link to **clöz** is available on the MBS Direct site. The site address is www.stthomas.cloz.com. There are two *required* items, a gray STH t-shirt and red STH shorts. The other products listed are optional STH spirit clothing items which are not required for P.E.)
7. After you Add Items to Cart for your entire book order, you should Proceed to Checkout and complete the information as necessary on the subsequent screens to finish your order.
8. The least expensive shipping offered is the UPS Smart Rate option which takes approximately two weeks to ship – so order early!

Note: Our online bookstore, MBS, will not display the ISBN numbers – they already have them and are only selling textbooks pre-approved by us. They will not sell you older editions or unacceptable textbooks. The books that appear on the screen are the correct textbooks.

We do supply YOU with the ISBN numbers (both in the list we sent you in the mail, and on line at <http://www.sths.org/studentlife/bookstore.html>) in the event that you decide to purchase the textbook elsewhere. In some cases, students have purchased textbooks from other students, or from other internet sites. This is acceptable, provided that the student purchase the correct edition, as indicated by the ISBN number. We realize that books are *very* expensive, and understand that you may get a better deal elsewhere. If you do purchase books elsewhere, please just make sure you are purchasing the correct edition by matching the ISBN number.