



OCCS Bookstore Instructions

When ordering books, families will need ALL the books listed in the list. Some families may have a used copy of a textbook that was given to them from another student or family. Families **MUST** be sure the textbook is the same edition as the one listed in the book store, and then just delete that particular book from the cart from the pre-filled bookstore list. Please remember that **NO USED** workbook/activity books (books that students write in) may be used by another student. These books will need to be purchased new each year. Students in grades 7-12 will receive a personal link to order books, as schedules vary by student. **If you enter the promo code PPP10, you will receive 10% off the listed price AND free shipping!!!**

Some books are from a different publisher and cannot be carried by this bookstore. Therefore, families will be billed “book fees” for these texts or other resources used, and the school will order these textbooks or materials on behalf of families. Book fees vary by grade level and will be added to families’ FACTS accounts by September. Families will be notified of the amounts of these charges in a later email. ALL Kindergarten books are ordered by OCCS and charged as “book fees.”

You might notice that there are no books listed for certain subjects, such as English, science, math, or history. This is because we are either placing orders for these books with different publishers, or we are charging a small “book use” fee and providing the book for families, as a way to help families save money!

Families must have books ordered by the 3rd day of school. If your books are back-ordered or will not arrive by the first day of school, don’t worry! Our teachers make provisions for this and will make sure their students have whatever materials are needed for the start of the year!

Can families buy textbooks outside of OCCS? Yes! However, parents must make sure that the editions are correct, and that the workbooks (books students write answers directly in) have no writing in them at all. Parents will be able to see the current editions listed in the bookstore.

Families may contact the front office to ask if there are any books available for your child to borrow at no charge. We have very limited quantities of elementary textbooks, but quite a few upper grade books. Families, if you have books (not workbooks that were filled in already) from last year and would like to donate them to the office for someone else to use, please drop them off in the office as soon as possible!

Steps to Order Textbooks:

Step 1: Click on the link. For students in grades 3-6, simply click on the link under Textbooks/Supplies on the school’s website. For students in grades 7-12, an individualized link will be sent to each family, as books needed will vary with the student’s schedule. For students in TK-2nd, we will be ordering all books for the families as part of the book fee, since so many of their books are not from BJU Press.

Step 2: Check/modify the cart. The link opens a pre-filled cart for the grade needed. **CLICK ON “EMPTY CART” IF YOU ARE PROMPTED TO DO SO, BEFORE YOU VIEW THE BOOKS.** You can delete items that are not needed (for example, if you received a book that is not a workbook that was written in from a sibling or another student or the office), but all books listed are needed for that grade level. **BE SURE BOOKS IN THE CART ARE CORRECT BEFORE PLACING ORDER!**



Step 3: Click on links for additional students. If you have more than one child, you will need to order the books per child, using the correct link, based on his/her grade level. Don't forget to EMPTY the cart as needed and verify the quantity of books before placing your order!

Step 4: Enter promo code PPP10 to receive your 10% discount.

BJU Press Parent Portal

Welcome to the BJU Parent Portal!

Your cart should now contain products that you will need for your upcoming classes. Please review the contents and adjust if necessary. Afterwards you'll be able to checkout and we'll get your materials to you shortly.

If there is nothing in your cart below, please revisit the parent portal URL that was supplied to you.

Shipping	
	Science 5 Student Text, 4th ed. PPP10 Savings \$5.67 (10.01%)
	Math 5 Worktext, 4th ed. PPP10 Savings \$3.97 (9.99%)
	Reading 5 Student Text, 3rd ed. PPP10 Savings \$7.56 (10.01%)
	Reading 5 Student Activities, 3rd ed. PPP10 Savings \$4.33

Order summary	
Subtotal	\$193.75
Estimated Shipping	To be calculated
Estimated Tax	To be calculated
Total discounts	-\$21.53
Total	\$193.75

Promo code: [Apply](#)

Applied promo codes: PPP10 -\$21.53 [Remove](#)

Enter promo code **PPP10** here and click "apply."

Step 5: Sign up for a free account. When you are ready to check out for the first time, you will need to sign up for a new account (Previous Parent Portal account users may need to create a new account on this new website).

Sign In

Email Address

Password

[Forgot your password?](#)

[Sign in](#)

Don't have an account? [Sign up now](#)

If you have any questions or need any help, please contact the front office or email Mrs. Phillips at phillipsc@occs.org!