The MBS Direct website will be open for purchasing beginning Monday, July 15, 2019

**MBS DIRECT INFORMATION**

Colorado Academy works with MBS DIRECT a virtual bookstore that sells both used and new textbooks.

- **Website orders**: You can access the virtual bookstore 24 hours a day through the Colorado Academy Homepage ([www.coloradoacademy.org](http://www.coloradoacademy.org)) or at [http://bookstore.mbsdirect.net/coloradoacademy.htm](http://bookstore.mbsdirect.net/coloradoacademy.htm)
- **Telephone orders**: The telephone number is (800) 325-3252. Operators are available to take your calls during regular business hours. Personal checks are accepted for phone orders, as well as credit cards.
- All orders over $99 placed between July 15-21, 2019 receive free shipping.
- Books may be returned to MBS Direct for 30 days after the first day of school. If you are uncertain of a class placement, please do not mark the textbook and it may be returned for full credit during that time if the student changes classes.
- A complete listing of required books can be found using the link on the right.
- If you prefer to locate books through other sources, please take note of the ISBN numbers to ensure purchasing the correct textbooks.

For questions regarding ordering through MBS Direct contact Janet Plant at (303) 914-2551 or by email at janet.plant@coloradoacademy.org.

**WEBSITE NAVIGATION TIPS**

**UPPER SCHOOL FAMILIES**

On the MBS Direct website:

1. Click *Let’s Get Started*
2. In the Student ID in the box enter your student’s last name, first name, graduation year. **Example:** *SmithJohn2016*. Do not use nicknames. Click *View Your Materials*.
3. The books needed for each of your upper school student’s courses will appear on the screen
4. Select the appropriate option if you want a different option than what is automatically selected
5. Select *Add Selected to Cart*
6. Click * Proceed to Checkout* at the bottom of the page
7. When you have completed your order select *Checkout now*
8. On the next screen, enter your email address and password if you are a returning family. If you are a new family you will have to establish an account. It is suggested that you use your student’s email address when creating a new account.
9. Complete the billing information
10. Complete the shipping information
11. Select Payment Option
12. After payment information is entered, select *Enter Student Details*.
13. Add your student’s first name, last name and their school email address, then hit save
14. If you are done adding students, select *Next Step Courses*. Under review your courses, your student’s name will appear next to each course.
15. After reviewing your courses, select *Next Step eContent*. If there are any eContent courses, your student’s name will appear. Check the box that shows Use this account for all course materials. This will ensure that your student will be able to access the book in class.
16. Select *Review Your Order*
17. Select *Submit Your Order*

If you have questions regarding your student’s schedule, please contact Sheila Chennell at (303) 914-2563 or by email at sheila.chennell@coloradoacademy.org.
MIDDLE SCHOOL FAMILIES
On the MBS Direct website:

1. Click Let’s Get Started
2. Under Shop By Course, select School on the right-hand side of the page, then select Middle School
3. All of the Middle School courses will appear
4. Select courses that apply to your student and select View Your Materials
5. Select appropriate option if you want a different option than what is automatically selected
6. Click Add Selected to Cart
7. Click Proceed to checkout at the bottom of the page
8. When you have completed your order select Checkout now
9. On the next screen, enter your email address and password if you are a returning family. If you are a new family you will have to establish an account.
10. Complete the billing information.
11. Complete the shipping information.
12. Select Payment Option.
13. Add your student’s first name, last name and their school email address, then hit save
14. If you are done adding students, select Next Step Courses. Under review your courses, your student’s name will appear next to each course.
15. After reviewing your courses, select Next Step eContent. If there are any eContent courses, your student’s name will appear. Check the box that shows Use this account for all course materials. This will ensure that your student will be able to access the book in class.
16. Select Review Your Order.
17. Select Submit Your Order.