Ordering CA Textbooks - 2020-2021

The MBS Direct website will be open for purchasing beginning Monday, July 13, 2020. Please make sure that you enter your student’s school email address where it is indicated when ordering, so that your student will be able to access digital content when they are in class.

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) or at https://bnck-12.com/coloradoacademy.
- **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 13-19, 2020 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: SmithJohn2020.** 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 that which 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 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 Andrea Eckler at (303) 914-2563 or by email at andrea.eckler@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 that which 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 ensures that your student will be able to access the book in class.
16. Select Review Your Order.
17. Select Submit Your Order.