

Ordering, Accessing, and Returning Textbooks/Materials

Ordering

1. Go to: <https://allegany.ecampus.com/>
2. If you are already registered, Select Shop by Schedule and login with your ACM credentials. You will see a list of all your course materials. If you are not registered, select Shop by Course, Select Term, and Find Materials for Course.
3. Select the items you wish to purchase and select Add Item to Cart.
4. Review your order and select Proceed to Checkout.
5. Shipping: Free shipping to the Cumberland Campus Store or Bedford County Campus. You may also have items shipped to home. Shipping fees and delivery times vary.
6. Payment: Select financial aid, credit card, PayPal, or a combination of the three. *Students who receive special funding such as Emergency Book Scholarships must contact the Campus Store at 301-784-5348 before placing an order.
7. You will get a notification when your order is ready.
8. If you ordered an access code or digital item, your code will be uploaded to the eCampus Digital Bookshelf within 24 hours.

Accessing Digital Items on Digital Bookshelf

1. Go to: <https://allegany.ecampus.com/>
2. Login using your ACM credentials.
3. Click on the person icon
4. Select Digital Bookshelf
5. You should see the item you ordered.
6. Important notice – revealed access codes may not be eligible for a refund.
7. Select Reveal, Access, or Register to utilize your eBook or access code.
8. Follow the instructions to activate your materials.

Returning Items to eCampus.com

1. Go to: <https://allegany.ecampus.com/>
2. Login using your ACM credentials.
3. Select MyAccount.
4. Select Manage My Rentals/Returns.
5. Select Return for a Refund.
6. From here, select the items you wish to add to your return and generate a prepaid UPS return label.
7. Print out label and attach to box.
8. Drop off at the ACM Campus Store or any UPS location.
9. Returns take 7-10 business days for receipt and posting the refund to your account.