



Ordering, Accessing, and Returning Textbooks/Materials

***IMPORTANT:** To use Financial Aid funds, you must be registered and login with your ACM Brightspace credentials.

Ordering from eCampus.com

1. Go to: <https://allegany.ecampus.com/>
2. If you are already registered, select Shop by Schedule, Sign In via School Account, and login with your ACM Brightspace credentials. You will see a list of all your course materials.
3. If you are not registered, select Shop by Course, Select Term, Dept, Course, Section, and select Find Materials for Course.
4. Select the items you wish to purchase, and select Add Item to Cart.
5. Continue shopping to add more items, or select Go to Cart.
6. Review your order and select Proceed to Checkout.
7. Select your substitution preference, then Proceed to Checkout.
8. 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.
9. Payment: Select financial aid, credit card, PayPal, or a combination of the three. *Students who receive special funding such as Veterans Affairs or UPMC must contact the Campus Store at 301-784-5348 before placing an order.
10. You will get a notification when your order is ready.
11. If you ordered an access code, eBook, or digital item, the item will be uploaded to the eCampus Digital Bookshelf within 24 hours. See below for steps to access your eCampus Digital Bookshelf.

Accessing eCampus Digital Bookshelf

1. Go to: <https://allegany.ecampus.com/>
2. Sign In via School Account, then login using your ACM Brightspace 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. Sign In via School Account, then login using your ACM Brightspace credentials.
3. Click on the person Icon or MyAccount.
4. Select Manage My Rentals/Returns.
5. Select Return for a Refund, Return My Rental for Free, or Purchase or Extend (for Rentals).
6. Select the quantity for items to return and select Print Label & Complete Return for 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.

Rev. 10/23