How to use Halo's book ordering service:

- 1. First, type in the URL shown below, or this hyperlink to go to your student Halo portal.
- 2. Next, type in your username (your email without @limestone.edu) and password (password is the same as your email) in the login box and click login in.

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	 The Halo has been updated to better serve the needs of our students, faculty and staff. To learn more about the changes, <u>click here</u> Login using your username and the same password that you use for your email account and Canvas. Your username is the first part of your email address. If your email is jdoe@limestone.edu, us jdoe as your user name If you have any issues, please go here to get information on resetting your password and contact information for the IT Helpdesk. 		
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3. Proceed to the Student homepage by clicking on "Student Resources" in the blue bar below "THE HALO" Logo on the screen. Note the blue bar is only directly available when on the desktop version of Halo. If you are on the mobile version of the Halo site, please navigate to step 4a and look at the second photo to see where the blue bar is located.

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- 4. On your student resource page, you will be able to gain access to a variety of features such as checking classes, your GPA, or as being reviewed, ordering your books. There are two ways to reach the book order sites, and two ways to order books.
 - a. First way to reach the book ordering site is to click the "Student Homepage" drop down menu from the side bar in the "Student Resource" page. You can click the "Order Textbooks"



On a cellular device, the upper blue bar and the left side "Student resource bar will be hidden, attached is a picture on how to navigate, however, all other page features should be the same/similar.



On the mobile site, the "Hamburger" icon in the top left corner will bring down the blue bar mentioned previously in step 3.

The blue arrow will bring up the side page with the same "Student Homepage" drop down box and "Order Textbooks" box.

Upon clicking "Order Textbooks," you will reach a page which you will click the link called "Shop For Spring 2025 [or semester which you are going to school] Books Online" which will bring you to the book store.

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b. Another way to go to the bookstore is to scroll down a little to under the "Order Textbooks" section with the "Order Books from Ecampus" Header and click the "Shop For Spring 2025 [or semester which you are going to school] Books Online" hyperlink.

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5. In the Ecampus store, there are two ways to order books:

a. First way is to just click each box next to the type of book you wish to purchase and select "add to cart" box at the bottom.

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b. Another way to select books is by looking them up by course ID. On the main bookstore page, you can scroll down and select "SHOP TO COURSES" to proceed to look up books by course ID. After completing 5b. go back to 5a to continue to step 6.



Next, use the drop down boxes to select what courses you wish to look up. After you entered your course (the course IDs can be found in Halo), click the box labeled "FIND MATERIALS FOR n COURSE(S)."

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6. On the purchase page, confirms that all books that you are there (you can go back to add more books, if you wish to purchase multiple books, or remove books, click the number drop down box). Click the "PROCEED TO CHECKOUT" to order books.



7. Now sign into your Ecampus account or create a new Ecampus account (note: creating a new Ecampus account will create multiple digital bookshelves which can create a headache when searching for your digital books).

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8. Fill out the rest of information and hit "Continue" box until you reach the review section, to which you can confirm a purchase for your textbooks. Congratulations on making it through this guide, I hope you have good day.

Note, under payment method, there are three selections: One, to use your student voucher, if you wish not to use this, click the checkmark box beside the option to remove it. Two, to use a gift card enter the appropriate information after removing the student voucher. Three, to use a physical Debit/Credit card, select the last option hidden below the gift card section on the page.



