

Union Catholic's Online Bookstore

**The Online Bookstore will be available from
Thursday, August 14, 2008 until Thursay, August 21, 2008.**

Accessing website

1. Open the following web page <http://www.unioncatholic.org/uonline/>
 - This is your login page. All students each year must re-register for a username and password. If this is your first time accessing the page, you should click on the link that will allow you to register. This is right below the password field. [If you have already registered skip to step 4.]

Registering

2. Complete the online form and click "**Subscribe**"
 - All fields must be completed.
 - You should write your password down for later use throughout the year.
 - Good passwords [passwords not easily guessed] involve both numbers and letters.
 - Your password is case sensitive.
3. After registering you are forwarded to the login page, given a username and now you are ready to login (please note the username that is given to you on the right side of the login page). Follow the link to return to the login page.

Login

4. Enter your username and password (remember case sensitive) and click "**Login**".

Accessing Schedule

5. Once you successfully access the website there is a menu of options on the left.
 - Click on "**Start Order**"
 - The list of books that are required for your first semester classes appear along with other required school fees.
 - If there are books you are not purchasing through Union Catholic "uncheck" the box next to each.
 - When finished click "**Next**", which will calculate your order and price.
6. At this point you can return to "**Start Order**" and redo your order or click "**Submit Order**" and finalize your book order with UC.
 - Your order will not be received unless you click "**Submit Order**" and receive the confirmation page.
 - Note the total amount due; it will not change on the day of the book sale.
 - Click "**Logout**" and close your web browser to secure against any unauthorized access to your information.

That completes the ordering process. You are able to login again, at anytime, and "View Order" or "Start Order". You have until August 21, 2008 to change your order.

If you have any problems registering, logging in, or completing your order please contact Mr. Johnston at jjohnston@unioncatholic.org or (908) 889-1600 ext 349.