

# RETURN A RENTAL TEXTBOOK

The NICC Online Bookstore: [www.nicc.edu/textbooks](http://www.nicc.edu/textbooks)

## Rental Return Instructions

1. Visit the portal and log in with your NICC credentials to print your pre-paid return label.
2. Affix the label to the package.
3. Enclose all rentals in one package (only one label per term is provided).
4. Drop off the package at any USPS blue box. If dropping it off at your campus mailroom, notify them that the package is for USPS.

## Locating the Return Label and Instructions:

There are two ways to find your label and return instructions. You can:

- Access them from the “Returns” page. OR
- Access them from the “Purchases” page.

*Reminder: Be sure you are logged into your bookstore account.*

## Rental Control Panel from the Returns Page:

1. Log into your account, then click on your username in the top-right corner of the portal.
2. Click on “Returns”.
3. Use the drop-down menu to select the Order ID associated with your rental textbooks.
4. The rental textbooks will include a link to the “Rental Control Panel”. Click the link.
5. Follow the instructions to print the shipping label.

## Rental Control Panel from the Purchases Page:

1. Log into your account, then click on your username in the top-right corner of the portal.
2. Click on “Purchases”.
3. Scroll down to find the rental order, then click the “Rental Control Panel” link.
4. Follow the instructions to print the shipping label.

## Rental Control Panel:

Once you are in the Rental Control Panel, review the return dates and instructions. Then click “Print Shipping Label.”

Remember: Enclose all rental textbooks in one package (one label per term is provided.)

