

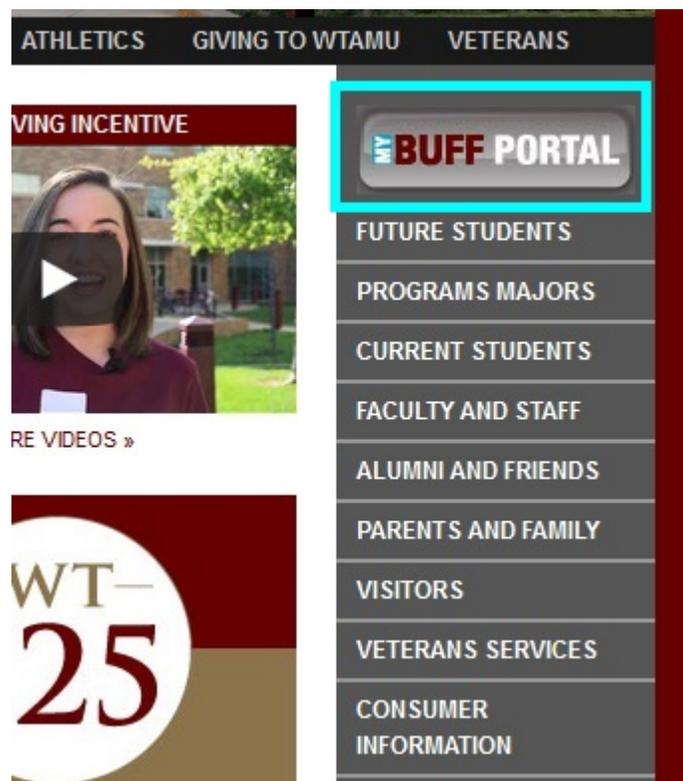
To help our students find their texts for each class they are enrolled in, students will login into My Buff Portal and access their book list through the University Bookstore website. This site will give the cost of used and new books, and allow students to order all books and have them bundled and ready for pick up.

First, we strongly encourage students to use Mozilla Firefox, Google Chrome or Internet Explorer for all portal activity. There is a chance that Safari will not load pages correctly. If the icons do not load, we encourage you to try a different browser.

To add an authorized user, begin at the WTAMU homepage:

www.wtamu.edu

Click on My Buff Portal on the right side of the screen. This portal is where your student will manage all university business:



Next, your student will enter their username and password. If your student has forgotten their password, they can utilize the **Forgot Password** link, or the **Reset Password** link below the login area. If neither of these options are available, the student can call the **HELP line** using the number provided to the right of the login box.



Once your student is in the portal, several icons will be available in the upper right hand corner. Click on the green compass for Buff Advisor.



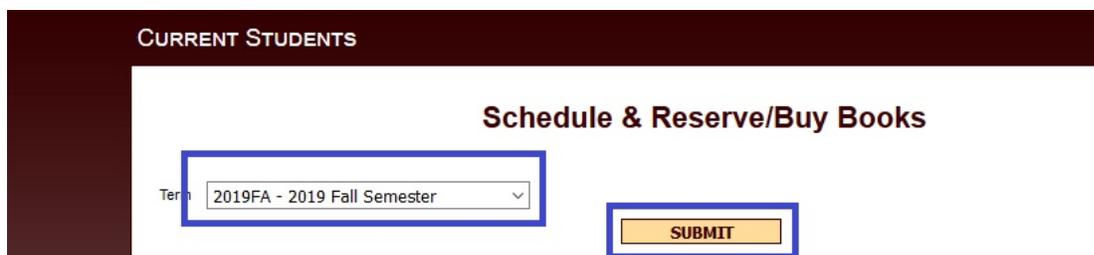
Next, your student will be redirected to a bridging screen. They will need to click Students in the lower right corner.



Once the next page loads, the student is now in the Buff Advisor module. To access TouchNet for all items related to billing, the student must click the first link, [Schedule & Reserve/Buy Books](#).



On the next page, you will select the term from the drop down box and click submit.



On the next screen, you will see all of the classes you are registered for, for the term you selected. Below the schedule, you will click on [Reserve/Buy all books](#):

Term

2019 Fall Semester

Total Registered Credits 12.00

Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date
MKT*3340*70 (13410) PRINCIPLES/MARKETING	New	08/26/2019-12/13/2019 Lecture Days to be Announced, Times to be AnnouncedWEB, Room ONLN	3.00			08/26/19
CDM*4331*70 (13268) PRODUCT/OPER MANAGE	New	08/26/2019-12/13/2019 Lecture Days to be Announced, Times to be AnnouncedWEB, Room ONLN	3.00			08/26/19
ACCT*4391*01 (13210) GOVT/NON- PROF ACCT	New	08/26/2019-12/09/2019 Lecture Monday 06:30PM - 09:10PM, Classroom Center, Room 201	3.00			08/26/19
ACCT*4331*01 (13209) TAXATION OF BUS ENTITIES	New	08/27/2019-12/10/2019 Lecture Tuesday 04:00PM - 06:15PM, Classroom Center, Room 221	3.00			08/26/19

Reserve/Buy all books

OK

On the next screen, you will see texts for each course. Text will either be recommended or required. You will also be able to see the cost comparison of used versus new. If you choose to shop for books on another website, you will need to be sure to use the exact book information, (listed next to the red arrow in the example below), so that you are looking for the correct edition of the book you need.



West Texas A&M
University Bookstore



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Textbooks

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Course Materials > Select Term, Departments and Courses > Select Course Materials

Select Course Materials

Shopping Cart

Print

Term: Fall 19 Name: ACCT 4331 Section: 01 Instructor: Pulliam, Darlene Course ID: 113209 Location:

Image Not Available

SW FED TAX 2020:CORP, PARTNER

AuthorBUNDLE
Edition28TH
ISBN9780357251966

More info...

Required

Book will be required or recommended

Once pricing is available, amounts will show here:

TBD

Used

Qty: 1

Add to Cart

TBD

New

Qty: 1

Add to Cart

From this screen, you can order your books and have them ready to pick up. You may use credit, debit, cash, or check. You may also use your Buff Gold Card book voucher or emergency book loan posted to the card if you apply for these methods prior to the start of each semester, (book loans are available for all semesters, and book vouchers are only available for Fall, Spring, Summer 1 and Summer 2 semesters).

If you are a sponsored billing student such as ACE or Texas Workforce Solutions, you will notify the University Bookstore of your sponsorship when you go to get your books. If you are Texas Workforce Solutions, you will print off your book list from this page and submit it to your counselor to get your service authorization approved and sent to Accounting and Business Office, bo@wtamu.edu.