

2021 Spring Semester Musashino University Announcement for Textbook Order

Textbook purchase is available on our online textbook store MyKiTS. Please take your time to read this information and refer to syllabus for correct textbooks.

■ Sales Period from : 5/14 (Fri), 2021

Please access from the following website
<https://mykits.kinokuniya.co.jp/Login/1cae109d-54eb-499a-9f88-b51b374fd6b6>

■ Choose: Delivery or Receiving at Musashino Book Center

*You cannot receive textbooks at Ariake Book Center.
 *You cannot directly place an order at Book Center.

MyKiTS Schedule	
1st Period	<p>3/29(Mon) 0:00~4/28(Wed) 23:59 Payment : Cash or Credit card *You can use credit card in this period. Credit cards you can use on MyKiTS are as below: Visa, MasterCard, JCB</p> <p style="font-size: 2em; color: red;">Closed</p>
2nd Period	<p>5/14(Fri) 0:00~6/30(Wed) 23:59 • Payment : Cash-on-Delivery, Credit card, or Cash</p>

Books ordered through MyKiTS will be delivered or ready within 2~3 business days.
 *It may take more days for Outside Tokyo metropolitan area.

***No overseas shipping is available.**

■ Notes

✓Login to **MyKiTS** is available from PC, smartphones, or tablets. Login window will automatically timeout in 30 minutes.

✓Please read "Announcements" on the first page when login.

✓You can change or cancel orders on MyKiTS only within the day of the order.

✓Orders placed after 0:00AM will be regarded as next-day order.

✓Shipping & Cash-on-Delivery (COD) fee will be charged for each order (day). (Please place your order at once or within the same day as much as possible).

*Please check the home page of MyKiTS (Announcement) for shipping & COD fee.
 *If you choose to receive at Musashino Book Center, COD fee will not be charged.

✓ Although books are temporarily out of stock, it will be delivered on a later date as soon as it arrives.

Cash: please make your payment in advance with the first delivery of other books in the same order.

No shipping & COD fees are required for books delivered on a later date.

e.g.) 10 books are ordered on 5/14

【Delivery】 9 books are delivered on 5/19 (1 book is temporarily out of stock)

【Payment】 10 books + shipping + COD fee will be charged on 5/19

【Later Delivery】 1 book is delivered on 5/23. No payment is required.

Credit card: shipping & COD fees are required for the first delivery (not for a later date delivery).

e.g.) 10 books are ordered on 5/14

【Delivery】 9 books are delivered on 5/19 (1 book is temporarily out of stock)

【Payment】 9 books + shipping + COD fee will be charged on 5/19.

【Later Delivery】 Delayed book will be charged when the book is delivered.

No shipping+COD fee will be required.

Kinokuniya Musashino Univ. On-campus Book Center

○Musashino Campus (042)452-0915

【Open Hours】 Weekdays

10:00~16:00

【Location】 Musashino-kan 2nd Floor

○Ariake Campus (03)3527-6820

【Open Hours】 Tuesday and Thursday

10:00~14:00

【Location】 Building 3, 1st Floor

*It is subject to change due to COVID-19 situation.

*Open days and hours may differ according to University events and schedule.



Please create your account from the above URL *Registered personal information will be utilized only for textbook orders.

1. Register

Sign up from the URL.
ID: Your email address
Password: 8-24 characters using both alphabet and numerals.

- ①The registration URL will be sent to your e-mail address.
- ②Access the URL within 24hours and complete the form.

The registration form includes fields for:

- Account: Email address, Password (8-24 characters), Reenter password, Secret question, Answer.
- Name: Last name, First name, Last name, First name, Email.
- Gender: Male/Female.
- Birth: Year, Month, Day.
- Telephone: Telephone number.
- Contact: Your email address, Alternate contact number/address.
- Student: Student number, Faculty, Department, Year of enrollment, Year.
- Address: Postal code, Prefecture, City, Block, Building number.

PW 8~24 letters using both alphabet and numerals

*When an error occurs, the password will be reset.

2. Log in

Log in using the ID and password registered. Please check "Announcement" every time you login for updated information on new arrivals and items out of stock.

The login page shows fields for:

- Account ID: Email address.
- Password.
- Remember me checkbox.
- Forgot password link.
- Registration link.

After login

Notice
Check the course title on syllabus and be careful not to buy different textbook.

3. Choose textbooks

Find "Choose Textbooks" from the menu. Use the "Search Textbooks" function by typing course title, instructor, or textbook title. Confirm the information of the textbook, then specify quantity and click on the "To Cart" button. *Your order is not completed yet.

The search page includes:

- Search keywords field.
- Course number field.
- Faculty dropdown menu.
- Search button.

Type in "keywords," **instructor's name, course code**, book title, etc...
*If you use two or more keywords, enter space in between.

教科書を表示 Show textbook

授業名 Course title	商品名 Book title	税込販売価格 Price	冊数 Quantity
表現文化 教員名/Instructor: 松浦 由起 期間/Period: 後期 履修/Curriculum: 選択 授業コード/Course number: 0	教科書 [013] [013] 日本語表現ノート (書き込み式) 著者/Author: 三弥井書店 出版社/Publisher: 三弥井書店 ISBN: 9784838270415	¥1,115	0
表現文化	教科書 [017] [017]		

4. Textbook Purchase

Click on "Cart". Click on the boxes on the right-hand side of your orders, then hit "order". Going to the next page, confirm your delivery method. Then go to the next page and choose your payment. Going to the next page, confirm your payment method, then click "Confirm Order" to finalize.

The 'Confirm delivery' page shows:

- Order summary table with columns: Book title, Price, Quantity, Total.
- Delivery method selection options: Home delivery, Musashino Book Center, etc.

The 'Confirm payment method' page shows:

- Payment method selection options: Cash on delivery, Credit card, Cash.
- Order summary table.

5. Receive and Pay

[Shipping]
Pay in the way you choose in "Confirm payment method". You need to pay to the courier when you receive your textbooks. You will need to pay for the textbooks and COD fee. We will ship to the address that has registered when you create your MyKiTS account.

[Receiving at book store]
Available only at Musashino Book Center, Please pay by cash or credit card in exchange for the textbook.

★If you wish to exchange or return the textbook, please contact us.

The 'List of orders received' page shows a table with columns:

- Order ID
- Order date
- Order status
- Total amount
- Quantity
- Order date

Your order history is available on "List of orders received" page. The status of the textbooks will change from "not shipped yet" to "preparing" after a certain period. An email will be sent a day before it is ready for receiving.