

## 2020 Fall Semester Musashino University Announcement for Textbook Order

Order of textbooks will be available on our online textbook store MyKiTS. Please take your time to read this handout and be sure to buy the correct books.

### ■ Orders can be placed from : 9/7 (Mon), 2020

Please access from the following website ↓  
<https://mykits.kinokuniya.co.jp/Login/4657faa1-6d35-4b8c-b953-9a87c3f438f7>

### ■ Choose: Delivery

This semester, you can choose only delivery (shipping+COD fee will be charged per each order period).  
 Book Stores cannot accept orders and will not stock these textbooks for on site sale.

MyKiTS Schedule	
<b>1st Period</b>	<p><del>9/7(Mon) 0:00~10/9(Fri) 23:59</del></p> <p><del>· Payment : Cash or Credit card</del></p> <p><del>※You can use credit card in this period.</del></p> <p><del>Credit cards you can use on MyKiTS are as below:</del></p> <p><del>Visa, MasterCard, JCB</del></p> <p style="font-size: 2em; color: red;"><b>Closed</b></p>
<b>2nd Period</b>	<p><b>10/19(Mon) 0:00~11/30(Mon) 23:59</b></p> <p><b>· Payment : Cash only</b></p> <p style="color: red;"><b>※Credit cards are NOT available.</b></p>

Books ordered through MyKiTS will be delivered within 2~3 business days. ※Outside Tokyo metropolitan area, more days will be taken.  
 ※No overseas shipping is available.

### ■ Notes

- ✓ Login to **MyKiTS** is available from PC, smartphones, or tablets.  
 Login screen will automatically timeout in 30 minutes so please be careful.
- ✓ Please make sure to read "Announcements" shown immediately after you have successfully logged in before ordering.
- ✓ During each ordering period, you can change or cancel orders on MyKiTS.  
 (e.g. : Orders placed during the first ordering period may be changed or cancelled by the first deadline.)
- ✓ Each ordering period ends at **23:59PM**. Orders placed from 0:00AM and onwards will be accepted as orders for the following day
- ✓ Each order will be charged with shipping & cash-on-delivery(COD) fee ¥1,000 (Please place your orders collectively as much as possible)

### Kinokuniya Musashino Univ. On-campus Book Store

<p><b>○Musashino Campus</b> (042)452-0915                  【Open Hours】 Weekdays                  10:00~16:00                  【Location】 Musashino-kan 2nd Floor</p>	<p><b>○Ariake Campus</b> (03)3527-6820                  【Open Hours】 Tuesday and Thursday                  10:00~14:00                  【Location】 Building 3, 1st Floor</p>
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※Now we shorten our business hours for COVID-19.  
 ※Open days and hours may alter according to University events and schedule.



※Please make sure to login and create an account from the above URL ※Registered personal information will be utilized only for textbook orders.

## 1.Register

Sign up using the registration function. Once you registered your account, you can use same ID while in school.  
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 24 hours and complete the form shown below.

Registration form fields include: Kinoppy account registration, E-mail address, Password, Re-enter password, Secret question, Name (Last/First), Date of birth, Telephone number, Contact details (E-mail), Student number, Faculty, Department, Enrollment year, and Physical address.

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 you have set. Check the "Announcement" every time you login. This will update you on new arrivals and items out of stock.  
※Be aware, that at this condition the order is not completed

Sample screenshot of the login page with fields for ID and password.

The page after you log in

**Notice!**  
Check your class name by syllabus and be careful not to buy different textbook.

## 3.Choose textbooks

【 Mar.30~ 】

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 shown, then specify quantity and click on the "To Cart" button. ※Be aware, that at this condition the order is not completed.

Sample screenshot of the search textbooks page with input fields for keywords, course number, and faculty.

- ★Recommended search method
- Choose "Faculty" to specify your course and grade.
- Type in "keywords" instructor's name, class name, book title, Etc...
- ※If you use two or more keywords, enter space in them.

## 4.Purchase textbooks

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. ※You can choose only delivery. Then go to the next page and choose your payment method(2nd period: Cash only. Credit cards are NOT available). Going to the next page, confirm your payment method, then click "Confirm Order" to finalize.

Sample screenshot of the cart and delivery method confirmation page. A red box highlights the delivery method options, with a note: "confirm your delivery method. ※You can choose only delivery."

Sample screenshot of the payment method confirmation page. A red box highlights the payment method options, with a note: "Choose payment method. ※2nd period: Cash only. Credit cards are NOT available."

## 5.Receive and Pay

【Shipping】  
Pay in the way you choose in "Confirm payment method" (Cash only). You need to pay to the courier when you receive your textbooks. You will need to pay for the textbooks and 1000 yen (shipping/cash-on-delivery fee per each order period). We will ship to the address that has registered when you create your MyKiTS account.

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

Sample screenshot of the "List of orders received" page showing order details.

★Your order archive is available on the "List of orders received" page. You can cancel your order during the current order period. Once the period switches, the status of the textbooks will change from "not shipped yet" to "preparing". ★You will receive an email when the order has shipped. Books can be picked up the following day.

Sample screenshot of the textbook list table with columns for Course title, Book title, Price, and Quantity.

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: 出版社/Publisher: 三弥井書店 ISBN: 9784838270415	¥1,150	0
表現文化	教科書 [017] [017]		