



HOW TO ORDER YOUR REQUIRED TEXTBOOKS FOR FALL 2014-15

Dear Parents of Grades K-12,

In order to access your student's required textbook list, please follow these steps:

1. Click on the red "BUY TEXTBOOKS" banner located on the Parent/Student page of the THS website. This will take you directly to The Highlands School page on the MBS Direct website or go to <http://bookstore.mbsdirect.net/highlandsschool.htm>
2. Click on "Order your books".
3. On the Ordering Page, click on the blue "Continue" button under the Pay with Credit Card (there is no need to purchase). You will access the textbook list before it shows a payment page.
4. Under Select Subject, click the box for *High School, Middle School, Lower School or Summer Reading*.
5. On the lower right side of this same Select Subject page, click on the blue "Continue" button.
6. A Selected Course ID List will appear. Click the appropriate grade level box or boxes that are for your student (s) for the 2014-2015 School Year.
7. Click the blue "Continue" button on the bottom right.
8. Required textbooks will be listed. Click "Show Details" to view all the information for each book. You may continue and choose to purchase from MBS Direct. The menu will also offer selections of used books from the Amazon Marketplace.
9. Take advantage of a special FREE SHIPPING offer if you purchase your textbooks from MBS Direct on July 15-July 21, 2014!

Notice: If purchasing your textbooks from another source, the ISBN numbers must be exact!