

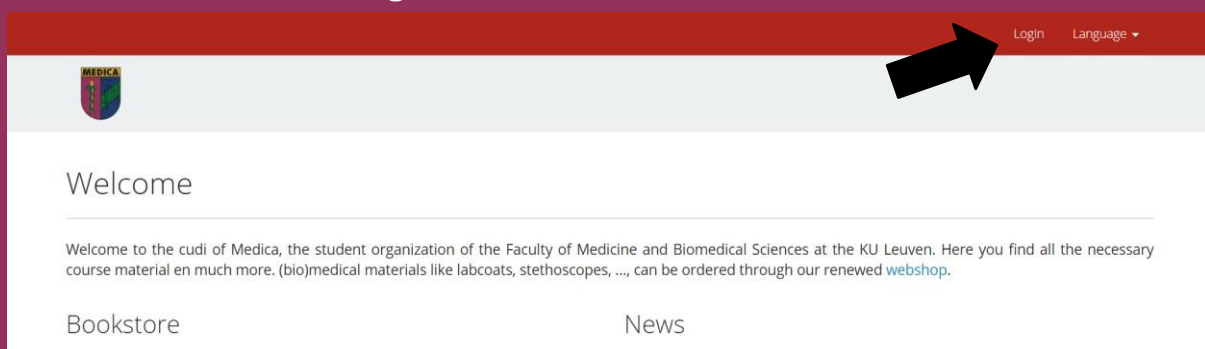


Bookshop Manual

How do I reserve my books?

If you follow this manual step by step, you'll be able to order your books in no time! Should you have any problems or questions, you can send an e-mail to helpdesk-cudi@medica.be.

Step 1. Sign in with your KU Leuven login on our site: medica.cursusdienst.org



Step 2. If this is your first login this academic year, you'll have to fill out the registration.

Registration

Start Studies Subjects Complete

Personal

First Name

Last Name

Birthday

Step 3. If you become a Medica Member you can get a discount on your books, merchandise etc

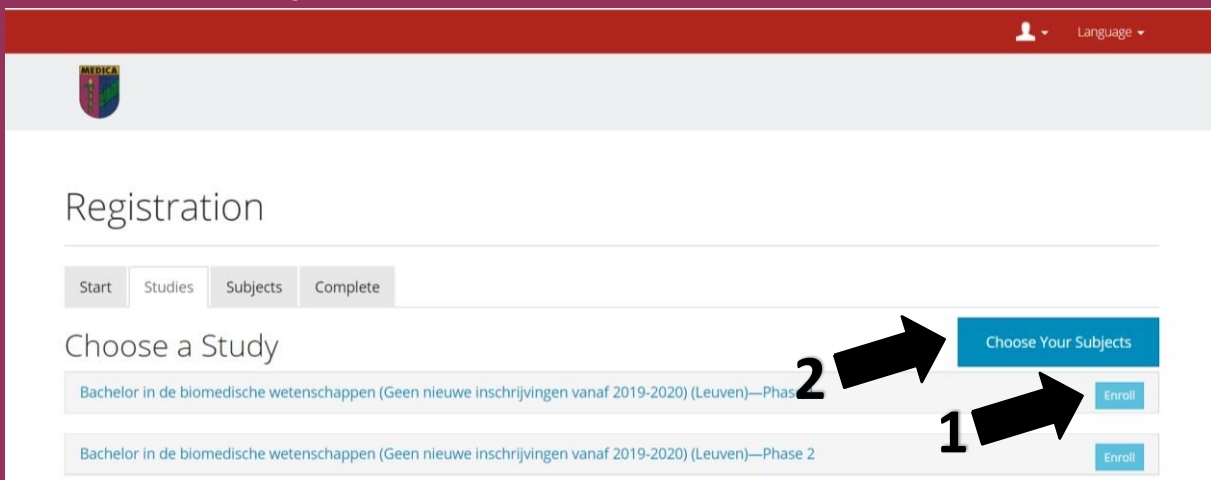
Student Organization

I want to become a member of the student association Medica in academic year 2019-2020 and I agree to the Bylaws of Medica vzw (€ 10)

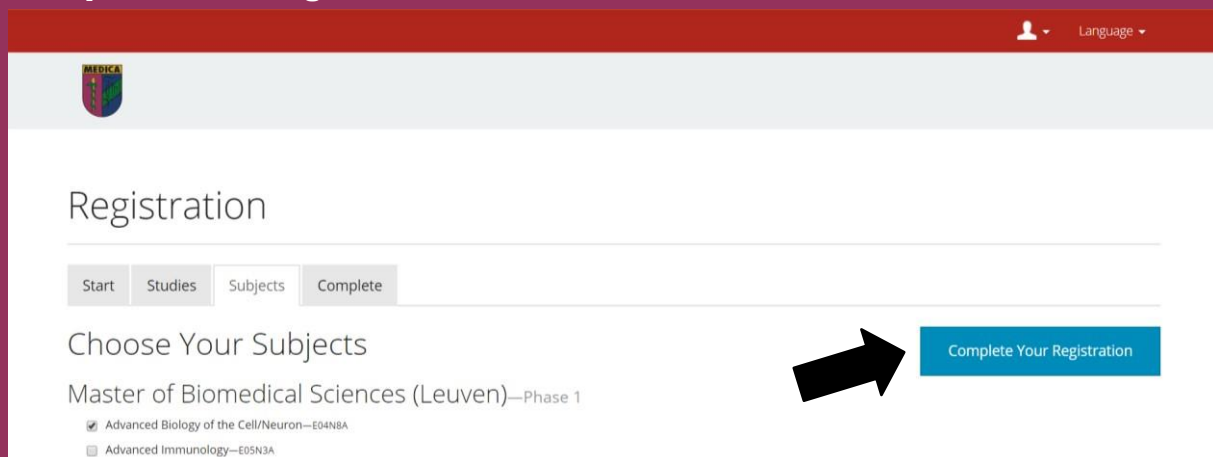
I have read and agree with the terms and conditions —[Read Them](#)

Save

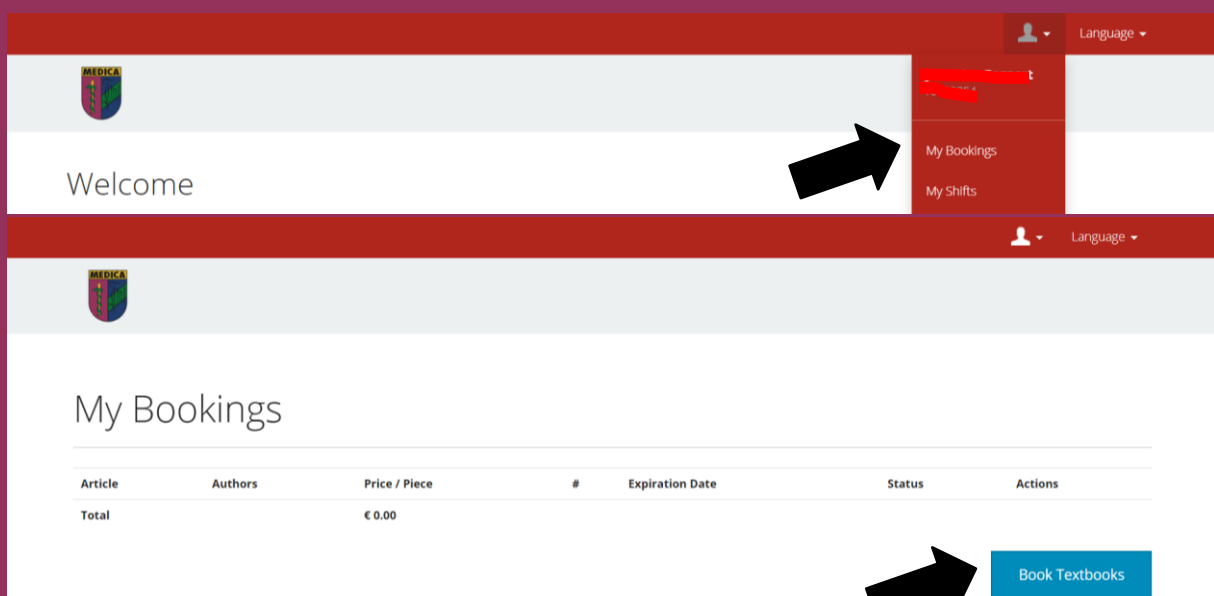
Step 4. To select your study, click the 'Enroll' button. Be sure to choose the right campus (Leuven) and the right phase of your education. Next, you can 'Choose Your Subjects'.



Step 5. Make sure the boxes for all your subjects are ticked. You can 'Complete Your Registration'.



Step 6. To order your books, click 'My Bookings' in the drop down menu and continue with 'Book Testbooks'.



Step 7. Add the books you want to order and 'Book' your textbooks. Check the difference between the Member price and the standard price. If you change your mind and want to order a Membership, in the dropdown menu go to your own profile and edit the membership status.

The screenshot shows the 'Cursussen Reserveren' page. At the top, there are navigation links for 'FAQ' and 'Tijdsloten', and a user profile icon with a 'Language' dropdown. The MEDICA logo is on the left. The main heading is 'Cursussen Reserveren'. Below it, there are two buttons: 'Disable catalog update mails' (orange) and 'Zoeken' (blue). A table lists the following courses:

Titel	Auteurs	Ledenprijs / Stuk	Prijs / Stuk	Verplicht	Opmerkingen
E06Y3A - Heelkundig zorgtraject					
Heelkundig Zorgtraject	Prof. Dirk Van Raemdonck, Prof. Michael Casaer, Prof. André D'Hoore, Prof. Carlo Missant, Prof. Marc Van de Velde, Prof. Dirk Vasselaers	€ 11.90	€ 21.70		
E06Y1A - Farmacologie					
Farmacologie 2	Prof. Dr. Minne Casteels	€ 3.80	€ 6.80		
Farmacologie 1	Prof. Dr. Jan de Hoon, Prof. Dr. Isabel Spriet	€ 4.50	€ 8.20		

Step 8. If you go to 'My Bookings' again, you will get a list of the books you ordered. Once they are green, your books are assigned and waiting for you in our bookstore.

The screenshot shows the 'My Bookings' page. At the top, there are navigation links for 'FAQ' and 'Tijdsloten', and a user profile icon with a 'Language' dropdown. The MEDICA logo is on the left. The main heading is 'My Bookings'. Below it, there is a table with the following data:

Article	Authors	Price / Piece	#	Expiration Date	Status	Actions
Fysische geneeskunde en revalidatie	Roeland Lysens , Koenraad Peers	€ 43.50	1		Unassigned	Cancel
Pocket Primer on the Rheumatic Diseases	John H Klippel	€ 28.50	1		Unassigned	Cancel
Blokwijzer Reumatologie	Ellen De Langhe, Frank Luyten, Patrick Verschuere, Barbara Neerinx, Kurt De Vlam	€ 18.60	1		Unassigned	Cancel
Total		€ 90.60				

At the bottom right, there is a blue button labeled 'Book Textbooks'.

Step 9. Collect your books in our bookstore (Doc's Bar, Brusselsestraat 246). The opening hours are shown on our website. Get your books in time because your reservation will expire two weeks after they were assigned.

Step 10. Don't forget to bring your KU Leuven studentcard and your credit card, we don't accept CASH