CCI Order Process tips – Medical School

Below are tips we recommend for the order workflow:

We encourage you to download and view or print the CCI brochure to compare all your options. (The pricing on this particular brochure is for incoming Medical students or 4-year pricing).

**Step 1: View the CCI options**
Incoming students should first go to [https://itsapps.unc.edu/UNCStoreFront/CCI/MSLogin.jsp](https://itsapps.unc.edu/UNCStoreFront/CCI/MSLogin.jsp)

**Step 2: PID and grant/scholarship checker**
Students will have their PID validated and will then be directed to the appropriate order site. They will enter their PID, check the box to accept the “Terms and Conditions” and press “Submit”. They will be notified that they are being directed to the UNC Student Stores Tech Shop order site.

**Step 3: Actual ordering of laptop, printers, and accessories**
They are now in the order site. We recommend utilizing this site with the following workflow:

- Select your laptop, (be sure to enter your PID!) and accessories, then click “Add to Cart”
- When finished, click “Checkout” from your shopping cart

The Checkout process will proceed as follows:
When checking out of your shopping cart:

Page 1:

- Ignore section about “Discount Code”
- Ignore section about “Gift Cards”
- Payment Option: if using a CCI grant, select "Charge to Account/Grant" from the drop-down menu - otherwise, select "Credit Card"
- Shipping/Pickup Option: Use "Pick-up in Store" from the drop-down menu (default)
- Then login to your “Online Store Account” or create a new store account for new buyers to this site – use your PID as your Username
Page 2:

- If you are paying with credit card only, you will land on the next page - page 3.
- On second page of checkout, if you are using a CCI grant, enter your grant number (9+PID) in Number” area – click “Check”. If correct, a green bar will come up and say “Thanks! Your account number is valid”
- If you are purchasing more than your account/grant amount, click the Backup Payment box and enter your credit card information
- On the right, under “Order Options”
  - enter the “Full Name of Person Picking Up Order” (i.e., the Student’s Name)
  - from drop-down, enter “Current Student”
  - In “Customer Notes” – enter “Brooks scholar”, “Morehead Scholar”, “Athlete”, etc.
- Click “Continue with Order”
• Enter your credit card number and information.
• Click “Place Order”
• You will receive an Order Confirmation via email (the email you entered) showing full amount.
• We will process the payment after verifying the order and you will receive a Payment Confirmation once your order payment is processed showing the grant and card amounts.

Note:

• **All CCI Order payments will not be processed immediately** - we review all the orders for accuracy, then we will charge the actual grant and/or credit card sometime a little later - but, prior to your orientation. Your order confirmation will show the full amount.
• Multiple forms of payment (e.g., grant and credit card) will be charged to each account at time of payment processing - you will be notified via email when this payment transaction transpires.
• Your CCI order will be distributed at your orientation.

If you have any questions, you may call our CCI Order line at (919) 962-8534