

2025 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.

***Only textbooks for classes starting in spring semester are available.**
Textbooks for classes starting in fall semester will be available in September.

■ Sales Period from : 3/24 (Mon), 2025

Please access from the following website
<https://mykits.kinokuniya.co.jp/Login/e16b567b-89d9-42ea-8f35-0f206acdbe80>



■ Choose: Delivery

1st Period: you can choose only delivery.

2nd Period: you can choose delivery or receive at Musashino Campus Book Center

*Delivery: Cash-on-Delivery fee will be charged.

*Please note that handing over at Ariake Campus Book Center is not possible.

	MyKiTS Schedule	Payment Method
1st Period	3/24(Mon) 0:00~ 4/25(Fri) 23:59	① Credit card ② Cash *Cash-on-Delivery fee will be charged.
2nd Period	(To be scheduled) 5/12(Mon) 0:00~ 6/27(Fri) 23:59	① Credit card ② Cash *Cash-on-Delivery fee will be charged. ③ Payment at Musashino Campus Book Center *Only receiving at Musashino Campus Book Center.

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

■ Notes

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

✓Please read "Announcement" 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 fee (only for Cash-on-Delivery) 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 & Cash-on-Delivery fee .

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

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

No shipping & Cash-on-Delivery fees are required for books delivered on a later date.

e.g.) 10 books are ordered on 3/24.

【Delivery】 9 books are delivered on 3/30 (1 book is temporarily out of stock)

【Payment】 10 books + shipping + Cash-on-Delivery fee will be charged on 3/31.

【Later Delivery】 1 book is delivered on 4/3. No payment is required.

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

e.g.) 10 books are ordered on 3/24

【Delivery】 9 books are delivered on 3/30 (1 book is temporarily out of stock) .

【Payment】 9 books + shipping fee will be charged on 3/30.

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

No shipping fee will be required.

■ The information desk

MyKiTS Support Desk

TEL: (03)6741-9896

Mail:mykits@kinokuniya.co.jp

Response time : 10:00~12:00 / 13:00~16:00 *Excluding weekends and holidays

Kinokuniya Musashino Univ. On-campus Book Center

○Musashino Campus (042)452-0915

【Open Hours】 (~3/16) 10:00~14:00

Tuesday or Friday

(3/17~) 10:00~16:00

Weekdays

【Location】 Musashino-kan 2nd Floor

○Ariake Campus (03)3527-6820

【Open Hours】 (~4/15) 10:00~14:00

Tuesday or Thursday

(4/16~)10:00~16:00

Weekdays

【Location】 Building 3, 1st Floor

*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.

Annotations for registration form:

- Red circle around the password field: PW 8~24 letters using both alphabet and numerals
- Red circle around the email field: Displayed the E-mail address you signed up for.

*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.

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.

Annotations for search page:

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

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.

Confirm your delivery method.

Choose payment method.
*Cash or Credit card.

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 Cash-on-Delivery fee (only for Cash-on-Delivery) . 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.

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.