



How to Order Textbooks Online

Create an Account

- ◆ Click “Log In” in the upper right corner
- ◆ Click “Register Here” or “Log in” if you already have an account
- ◆ Click “Students”
- ◆ Complete all required fields

Order Books and Supplies

- ◆ Click “Textbooks”, then “Order Textbooks”
- ◆ Read all the information then click “I Accept”.
- ◆ Click on the term/semester you wish to purchase books for
- ◆ Enter your class schedule into the system
 - Under “Select Department” click your class department code
 - Under “Select Course and Section” click on your class course # and section number
 - Click “Add Selection”. The class you entered should be listed under “Your Current Course List” below
 - Repeat these steps for each course you are registered for
- ◆ Verify the correct classes are shown on “Your Current Course List,”
- ◆ Click “Get Course Materials” button to proceed
- ◆ Add the items you wish to purchase to your cart for each course
- ◆ Select your preference for NEW or USED books for each item
- ◆ Click “Continue Checkout” if your order is complete
- ◆ Select your preference for each of your classes in the “Order Update Action and Preference” drop-down.
 - “Do not add to Order:” no changes will be made to your order even if the instructor changes the textbook and/or course materials
 - “Add All Materials:” all materials (including required, recommended, and optional materials) will be added to your order if your instructor makes any changes to course materials
 - “Add Only Required:” we will only add to or change your order if the instructor makes changes for required course materials

Payment and Shipping Options

- ◆ Select Pickup Order or Ship Order
- ◆ Payment Option: select payment type from the drop down
 - **For financial aid, PSEO/D3, Third Party, and Veteran’s: you must enter your Star ID number.** (If your aid doesn’t cover all the items in your order, you can select to add an additional credit card payment.)
 - **Type “Financial aid,” “PSEO,” “D3,” “Third Party,” or “Veteran’s” if you are paying with one of these methods.**

Email Notifications

- ◆ You will receive an email confirmation after your order has been submitted. If you do not receive this email within 24 hours after submitting your order, we did not receive your order
- ◆ You will receive emails from us updating you on the status of your order

Reminders

- ◆ Keep all invoices from your order(s). They are required for all exchanges or returns
- ◆ To pick up web orders, you must:
 - Present your MCTC Campus Card (student ID) or government issued ID



Ordering your Textbooks Online FAQ'S

Do I need to account to order online?

Yes! Before you begin the ordering process, make sure to log into your existing account or create an account if this is your first time ordering online.

Where do I pick up my order?

Orders can be picked up at T.2020 from 9a-5p Monday-Thursday, 9a-4p Friday.* You will be required to show your ID matching the name on the order at the time of pick up.

*After February 8th order pick-ups will take place at the Bookstore, T.1800.

Can I have someone else pick up my order?

Yes, but you must provide the first and last name of the person in the comment section of your order. The person picking up the order will be required to show their ID at the time of pick up.

What if I drop my class?

Notify the Bookstore by email at bookstore@minneapolis.edu if you drop a class or need to cancel your order.

What is "Order Update Action and Preference"?

This field is to inform us how you would like your order filled if your instructor should change the textbook or course materials before we process your order.

- "Do not add to Order" no changes will be made to your order
- "Add All Materials" all materials (Including required, recommended, and optional materials will be added to your orders
- Add Only Required" we will only add to or change your order if the instructor makes changes for required course materials

How long do I have to pick up my order?

All orders must be picked up within two weeks of the notification email saying the order is ready. If the order is not picked up you will be charged a \$10 restocking fee. If you need more than two weeks to pick up your order, email the Bookstore at bookstore@minneapolis.edu

How do I pay with Financial Aid, PSEO/D3, Third Party, or Veterans?

In the "order comments", enter Financial Aid, PSEO/D3, Third Party, or Veterans if you are paying with one of these methods. Entering this information will help expedite your order.

I selected the USED preference, so why did the Bookstore give me a new book?

Every effort is made to fill orders as requested, but we reserve the right to make substitutions if your books are not available in the requested condition.

How much does it cost to ship my order?

All online orders ship free from December 10th to January 11th, 2019.