



# How to Order your Textbooks Online!

## Fall Semester

**FINANCIAL AID charging July 27 – August 30**

### **Create an Account** (This step only needs to be completed once)

- ▶ Go to the MCTC online Bookstore at [mctcbookstore.com](http://mctcbookstore.com) or visit the College's website at [www.minneapolis.edu](http://www.minneapolis.edu) and select "Bookstore" from the "Current Student" drop-down on the main page
- ▶ Click "Log In" in the upper right corner
- ▶ Click "Register Here"
- ▶ Click "Students: Create profile for Browsing and Shopping"
- ▶ Complete all required fields (denoted with an asterisk, \*). Be sure to include a valid e-mail address. This is how the MCTC Bookstore communicates with you regarding order status or any questions the Bookstore staff may have regarding your order
- ▶ Record your login and password information in a safe place. The MCTC Bookstore does not keep this information on file
- ▶ Review your entered information for accuracy
- ▶ Click "Register" button in the bottom right-hand corner

### **Order Books and Supplies**

- ▶ You must log in before adding textbooks to your shopping cart. If you add textbooks to your shopping cart and then log in, your shopping cart will be emptied
- ▶ To accurately find your textbooks, open your class schedule in e-Services and click on "View/Modify." Courses will be listed with department code, course # and section # - i.e. ENGL 1000 01
- ▶ After setting up your account or logging in, click the "Textbooks" link in the horizontal menu and then select "Order Textbooks"
- ▶ Important textbook information is posted here. Familiarize yourself with this information and click the "I Accept" button at the bottom of the screen. By clicking this button, you are agreeing to the terms and policies of the Bookstore
- ▶ Under "Select Term," click on the term/semester you wish to purchase books for
- ▶ Enter your class schedule into the system by completing the following steps for each class
  - Under "Select Department" click on your class' department code (abbreviated by four letters, i.e. ENGL).
  - Under "Select Course and Section" click on your class' course # and section number
  - Under "Add Term/Dept/Section?" click on the "Add Selection" button. The page will refresh and the class you just entered should be listed under "Your Current Course List" below
  - Repeat these steps for each course you are registered for
- ▶ After entering all your course information verify under "Your Current Course List," confirm that all of your courses are there
- ▶ Click "Get Course Materials" button to proceed
- ▶ Each course will be listed with the textbooks, and if applicable, course supplies. To add a specific item to your cart, click "Add to Cart" button. Complete this step for each course
- ▶ After going through each course and adding items to your cart you can:
  - Click "Print Book List" to keep a copy of the information provide on the page (includes all information, not just items added to your cart)
  - Click "Shopping Cart" to review all the items added to your cart

- ▶ Review the list of textbooks in your shopping cart and select for each textbook your preference for NEW or USED textbooks. This information is used to fulfill your order and overrides the preference selected when adding books to your cart. **If you select a “New Only” or “Used Only” option and we do not have a new or used textbook in stock, your order for that book will be cancelled.**
  - Select “Continue Shopping” if you need to add more textbooks to your order or want to shop for other items
  - Click “Continue Checkout” if your order is complete
- ▶ After selecting “Continue Checkout,” please inform us how you would like the orders for each course filled if your instructor should change the textbook and/or course materials before we process your order. Please 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
- ▶ Check the box stating that you understand your order total may change based on your Order Preference selections

### Payment and Shipping Options

- ▶ Select how you want to receive your order: Pickup Order or Ship Order.
- ▶ If using financial aid as your payment type, you can click on the link under “Planning on paying with Student Financial Aid” and see what items in your order will be covered by financial aid
- ▶ Payment Option: select payment type from the drop down
  - For credit card: fill-in all fields as they appear on your credit card
  - **For financial aid, PSEO, Third Party, 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.)
- ▶ **Order Comments:**
  - **Type “Financial aid,” “PSEO,” “Third Party,” “Veteran’s,” or “FACTS” if you are paying with one of these methods. Entering this information will help expedite your order.**
  - If you have any other special instructions or notes regarding your order, please enter them here.
- ▶ Completely review your order, and if all information is accurate click “Submit Order” button
- ▶ You will receive two (2) e-mail confirmations. The 1st email will confirm your order was received. The 2<sup>nd</sup> email will be sent when your order is ready for pick up or to be shipped. If there is a question or problem with your order we will also contact you via email. Please check your email regularly. If you do not receive your first email confirmation with 24-hours of submitting your order, we did not receive your order and you will need to submit another order

### Reminders

- ▶ Check your e-mail for notices from the Bookstore. This is our primary means of communication.
- ▶ Notify us by email if you have dropped a class or need to cancel your order
  - During peak ordering times at the start of each semester, we receive a high volume of email. Please note that we may not be able to respond to your message right away
- ▶ You are responsible for your student account and charges made to your account. If you suspect your account is incorrect, please contact us immediately
- ▶ Keep all invoices from your order(s), they are your proof of purchase and are required for all exchanges or returns
- ▶ To pick up web orders, you must:
  - Present your Student ID Card
  - Sign for your order

**For more information** contact us @ [bookstore@minneapolis.edu](mailto:bookstore@minneapolis.edu) or @ 612.659.6851