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

- Go to the Saint Paul College Bookstore at saintpaulcollegebookstore.com
- Click "Log In" in the upper right hand corner
- Click "Register Here" then click "Students"
- Complete all required fields. (Please include a valid email address. This is how the Bookstore communicates with you regarding order status.)
- Click "Register"

Order Textbooks and Supplies

*You will need your modified view course schedule (dashboard schedule doesn't have the proper information).

- Click "Textbooks" then "Order Textbooks" in the horizontal menu. (make sure you are logged in)
- Read the information thoroughly and continue by click "I Accept"
- Under "Select Term", click on the term/semester.
- 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
- Scroll down and click "Get Course Materials"
- Add the items you wish to purchase to your cart
- Click "Shopping Cart" once you are finished shopping
- Click "Continue Checkout"
- 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 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 small box after reading the disclaimer

SAINT PAUL COLLEGE
A Community & Technical College

saintpaulcollegebookstore.com | 612.846.1422 | bookstore@saintpaul.edu

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3/28/2019

Payment & Shipping Method

- Click on the link to check what is covered by your financial aid before checking out.
- Click "Pickup Order" or "Ship Order"
  - Pick up will be in the College Store. Takes 1-2 days after order is processed. No shipping costs during the financial aid charging period.
  - Shipping your order will take 3-4 days after your order is processed. Free shipping is offered during the financial aid charging period.
- Payment options: select payment type from the drop-down box
  - For financial aid, PSEO/Gateway, Third Party, and Veteran's: you must enter your Star ID number
- Enter any special instructions in order comments (type of financial aid, voucher etc.)
- Submit your order!

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
- You will receive an email when your order has been shipped or when it is ready to be picked up in your bookstore

Notes & Reminders

- Keep your emails and all invoices from your order. (They are required for all returns).
- All returns must be sent back within the return deadline date stated on your receipt.

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