SIMPLE STEPS TO ORDERING YOUR TEXTBOOKS

saintpaulcollegebookstore.com

① Create an Account

In order to place an order online you will need to create an account with the College Store. If you already have an account you will need to log in before you checkout.

- Click LOG IN in the top right hand corner.
- Click REGISTER HERE, then STUDENTS
- Complete all required fields. (Please include a valid email address. This is how the Textbook Center communicates with you regarding order status)

② Class Schedule

Go to the TEXTBOOKS tab and click ORDER TEXTBOOKS. In order to view your materials, enter your class schedule.

- Select the term
- Select your class department code (ex. BIOL)
- Select your course number & section number (ex. 1117 03)
- Repeat for all your classes, then click VIEW MATERIALS

③ Add your Materials & Supplies

Here you will add the books to your cart then select the preferred condition of the books.

- Add the books to your cart and click CONTINUE CHECKOUT
- If your instructor makes changes to the course materials, select your preference:
  - Add Only Required: All additional required materials will be added to your order
  - Add All Materials: All additional materials will be added to your order
  - Don't Add to Order: Nothing will be added to your

④ Student Charging & Shipping Method

On the checkout page you are able to check which items in your cart can be charged to your student account. Just click on the blue link.

- Select PICK UP IN COLLEGE STORE or SHIP
  - Pick up in store takes 1-2 business days
  - Shipping will take 2-3 business days
- Verify your billing address
- Click on your shipping method
- Free shipping goes until the Friday before classes starts!

⑤ Payment Method

You can pay with a credit card or your student account (if charging is open). If you are using specialty funding (PSEO or 3rd Party), please note it in the comments.

- To pay with a credit card, enter in all the required fields
- To add the purchase to your student bill, select FA/PSEO/GAteway/3rdParty/VETS in the drop down box & enter your TECHID
- Click SUBMIT PAYMENT

⑥ Email Notifications

You will receive an email confirmation after your order has been submitted. You will receive emails from mntextbooks@minneapolis.edu updating you on the status of your order.

Minnesota Textbook Center
mntextbooks@minneapolis.edu